SPARKS

SITE PLANNING ASSET AND RESOURCE KNOWLEDGE SYSTEM

USER MANUAL

FINAL

January 28, 2003

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CHAPTER ONE - INTRODUCTION

Welcome to the SPARKS Application!

A. WHAT IS THE SPARKS APPLICATION?

SPARKS, is an acronym for the ***SITE PLANNING ASSET AND RESOURCE KNOWLEDGE SYSTEM.***

Key components that are part of the SPARKS application are:

1. Provide tools to manage data in SPARKS, including:
    - Data conversion utilities, for importing inspection and survey Excel spreadsheets into SPARKS.
    - Data maintenance utilities (add, modify, delete).
2. Provide the ability to query and find data records in SPARKS.
3. Provide the ability to generate standardized reports.

The application resides on the Turnpike Network and is accessible through the Citrix farm. The application was developed using Visual Basic 6.0 and utilizes an Oracle 8.1.6 database.

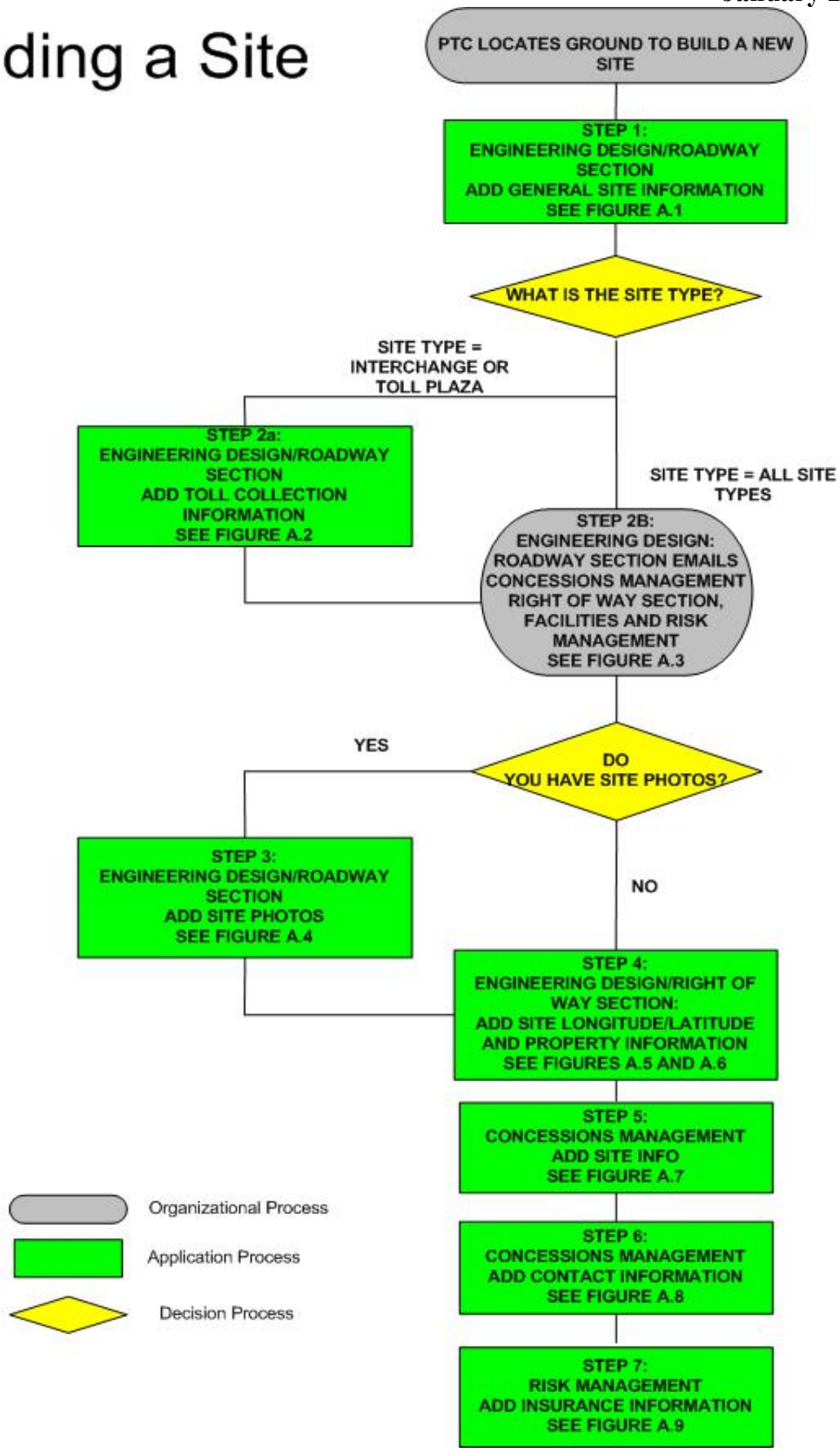
CHAPTER TWO – BUSINESS FLOW

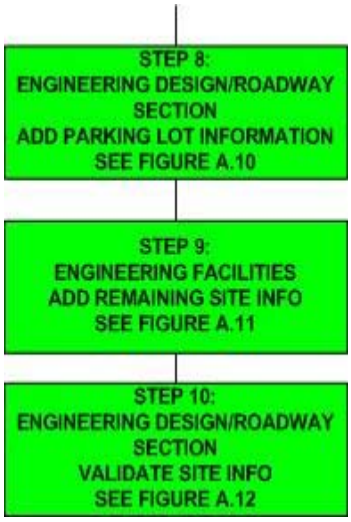
The purpose of this chapter is to provide the logic of the flow of data through the SPARKS application. The information provided in this chapter will detail the order that data should be entered into the system, where the data should be entered, who should enter it and the contact that is necessary between the various departments.

A. ADDING A SITE

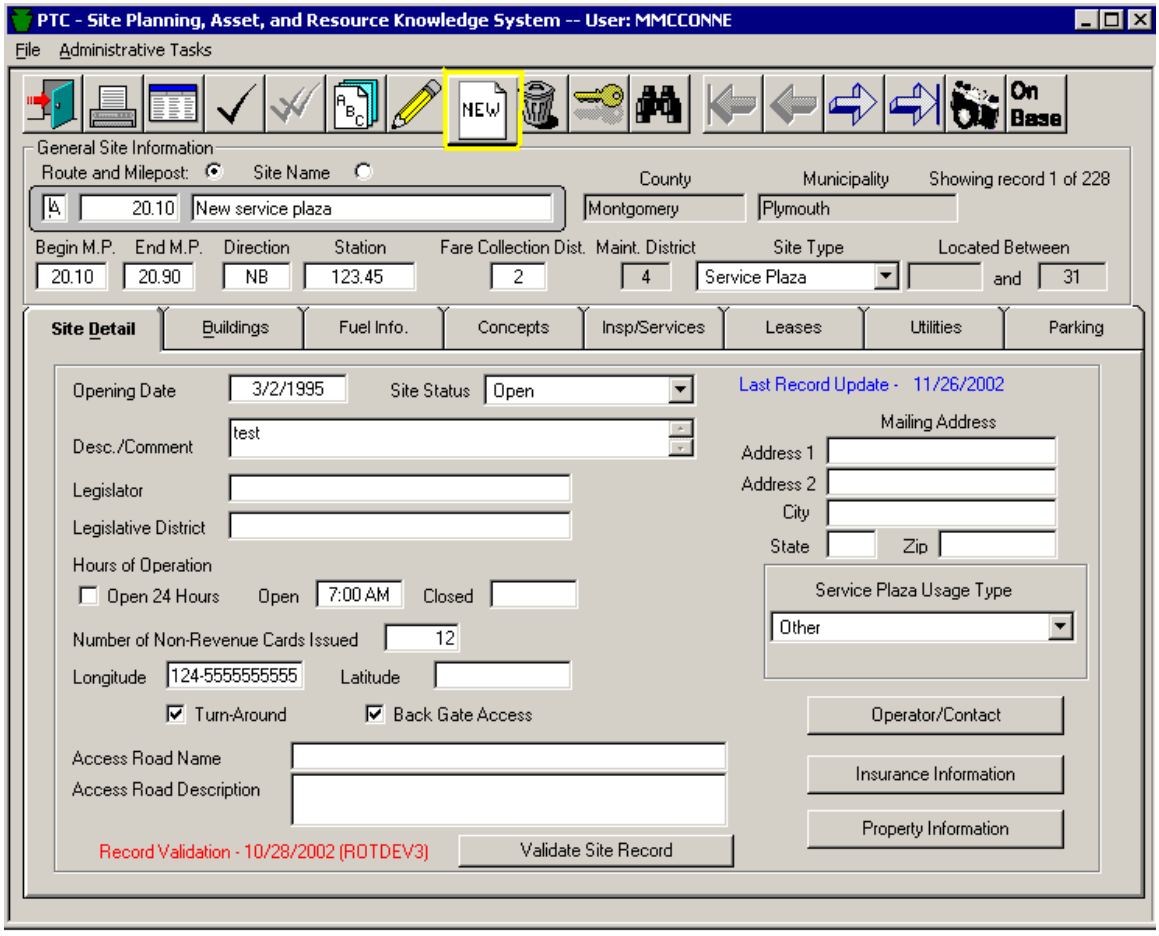
Site Definition: A site is a location along the Turnpike roadway on which structures are built for the purpose of providing a service to the customers traveling on our roads. Examples of Sites are: Toll Plazas, Service Plazas and Roadway Sites like Maintenance Sheds.

Adding a Site

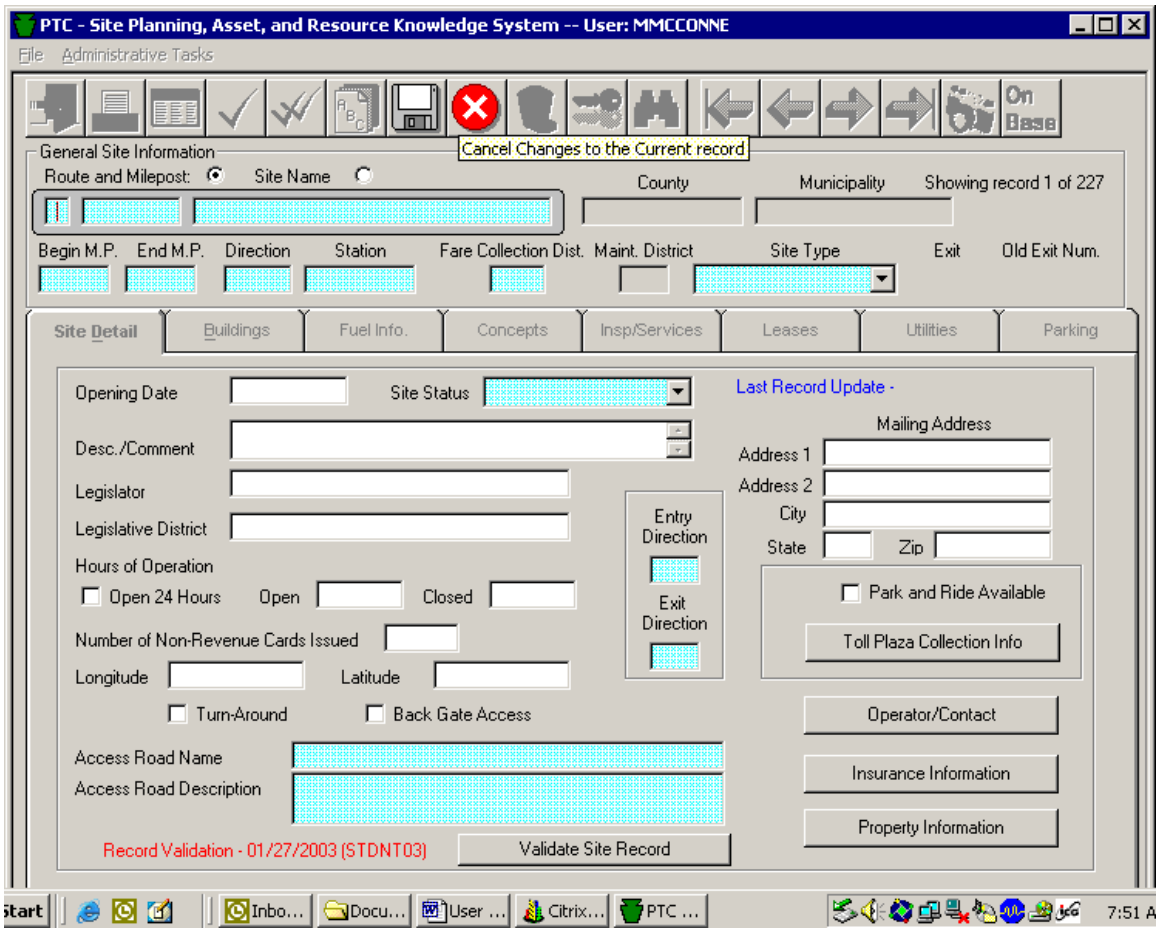

PTC LOCATES GROUND TO BUILD A NEW SITE
STEP 1: ENGINEERING DESIGN/ROADWAY SECTION ADD GENERAL SITE INFORMATION SEE FIGURE A.1
WHAT IS THE SITE TYPE?
SITE TYPE = INTERCHANGE OR TOLL PLAZA
STEP 2a: ENGINEERING DESIGN/ROADWAY SECTION ADD TOLL COLLECTION INFORMATION SEE FIGURE A.2
SITE TYPE = ALL SITE TYPES
STEP 2B: ENGINEERING DESIGN: ROADWAY SECTION EMAILS CONCESSIONS MANAGEMENT RIGHT OF WAY SECTION, FACILITIES AND RISK MANAGEMENT SEE FIGURE A.3
YES
DO YOU HAVE SITE PHOTOS?
STEP 3: ENGINEERING DESIGN/ROADWAY SECTION ADD SITE PHOTOS SEE FIGURE A.4
NO
STEP 4: ENGINEERING DESIGN/RIGHT OF WAY SECTION: ADD SITE LONGITUDE/LATITUDE AND PROPERTY INFORMATION SEE FIGURES A.5 AND A.6
STEP 5: CONCESSIONS MANAGEMENT ADD SITE INFO SEE FIGURE A.7
STEP 6: CONCESSIONS MANAGEMENT ADD CONTACT INFORMATION SEE FIGURE A.8
STEP 7: RISK MANAGEMENT ADD INSURANCE INFORMATION SEE FIGURE A.9
Organizational Process
Application Process
Decision Process


STEP 8:
ENGINEERING DESIGN/ROADWAY SECTION
ADD PARKING LOT INFORMATION
SEE FIGURE A.10
STEP 9:
ENGINEERING FACILITIES
ADD REMAINING SITE INFO
SEE FIGURE A.11
STEP 10:
ENGINEERING DESIGN/ROADWAY SECTION
VALIDATE SITE INFO
SEE FIGURE A.12

Step 1: The Engineering Design Department: Roadway Section, will add the Site into the application:



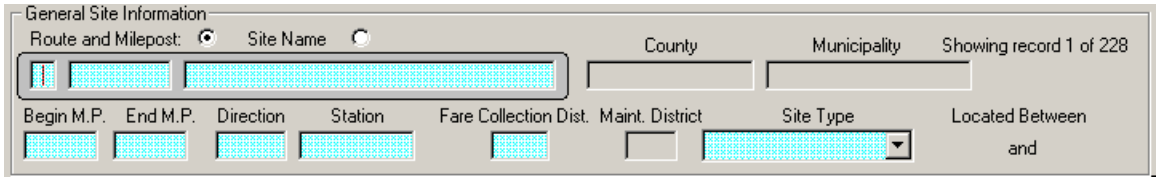
Single Click the New Button.



This will put the application into Add Mode.

The Engineering Design Department: Roadway Section should enter values into the General Site Information section:

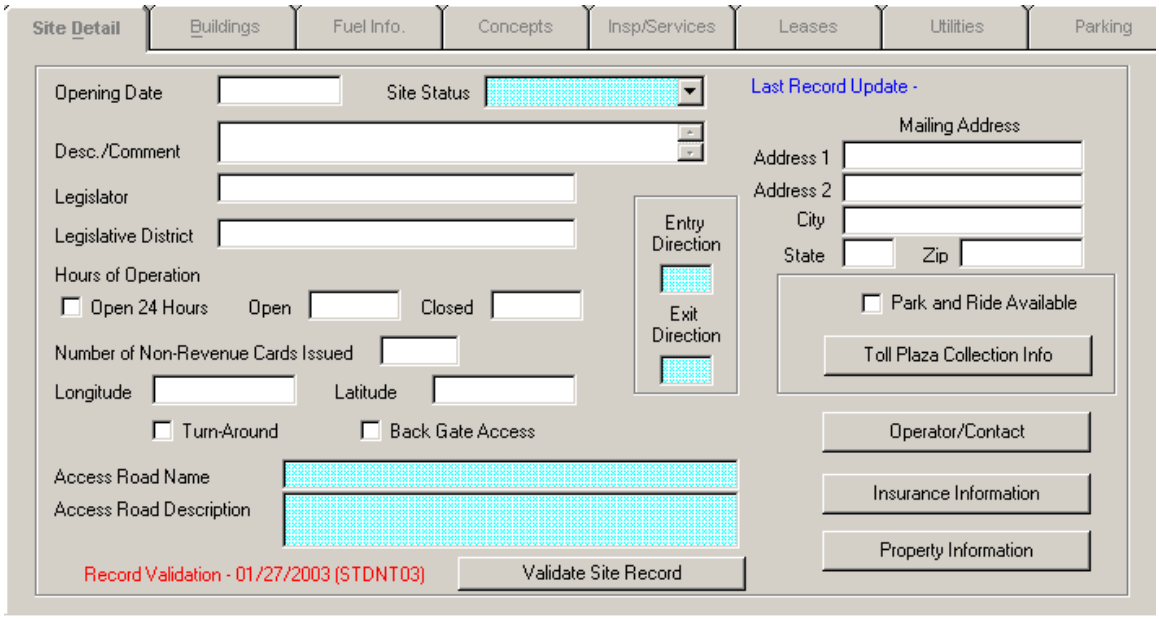
Figure A.1 ADD GENERAL SITE INFORMATION



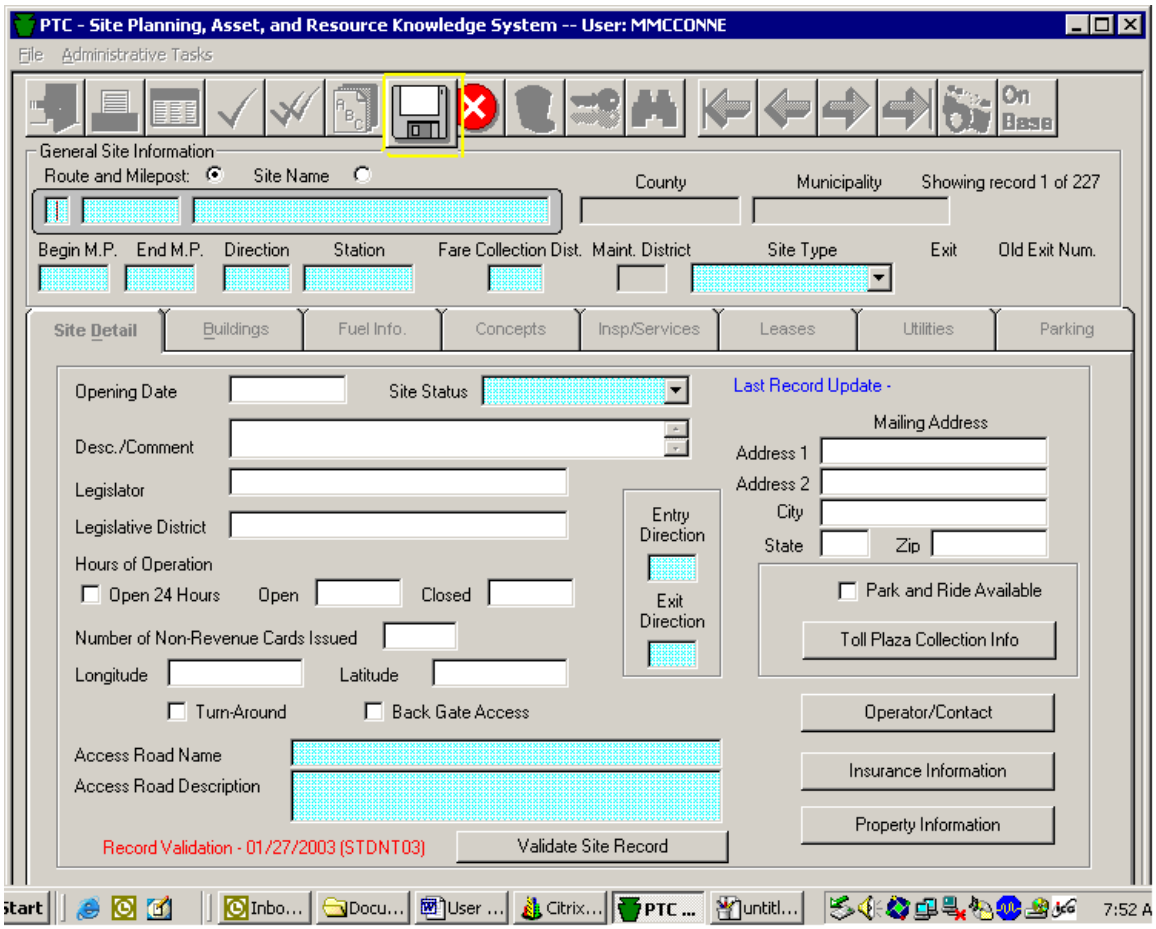
Values must be entered for the following fields:

Route, Milepost, Site Name, Begin M.P., End M.P. Direction and Site Type

The Engineering Design Department: Roadway Section should also add information on the Site Detail Tab:



Single Click the Save button to save the changes to the database:



Step 2a: If the Site Type for the Site just added is Toll Plaza or Interchange then the Engineering Design Department: Roadway Section should add the Toll Plaza Collection Info which is located on the Site Detail Tab:

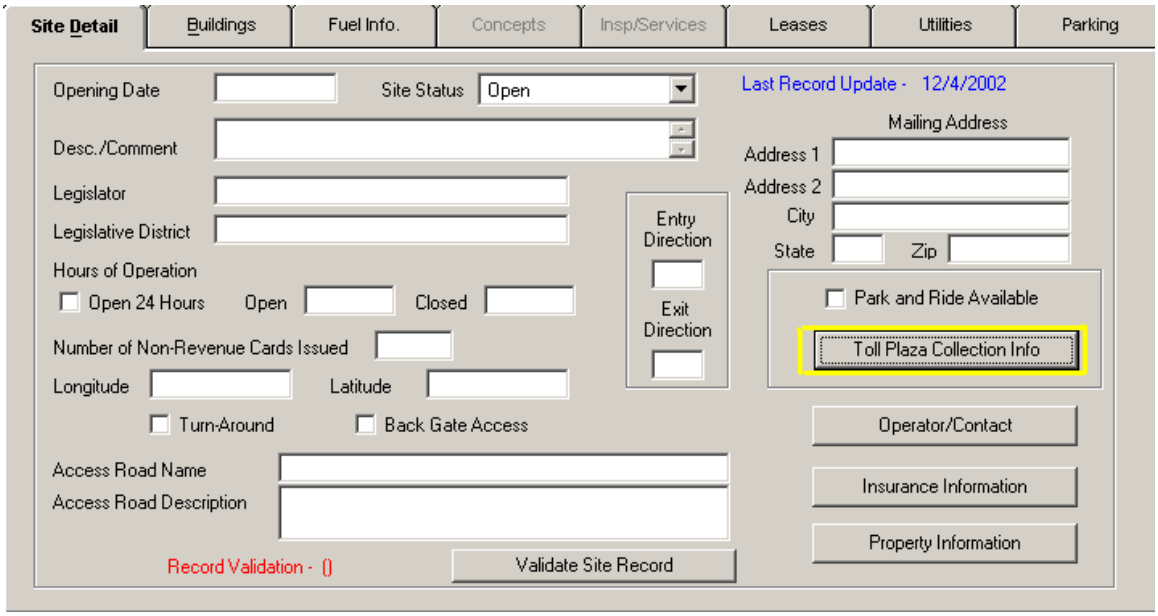
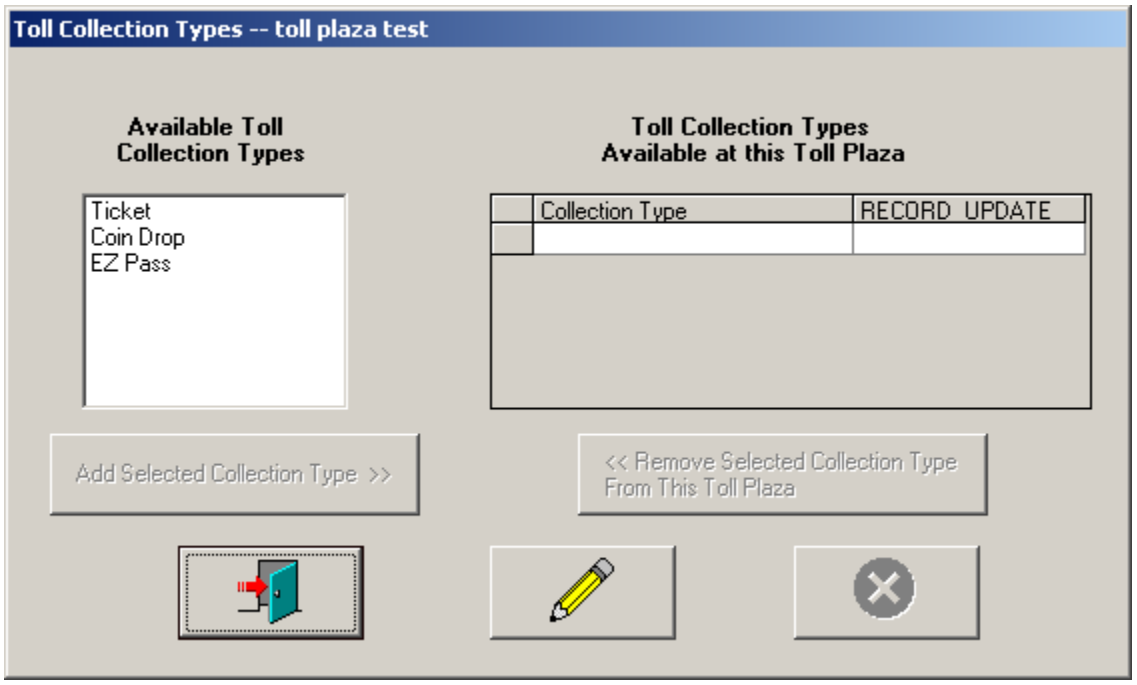


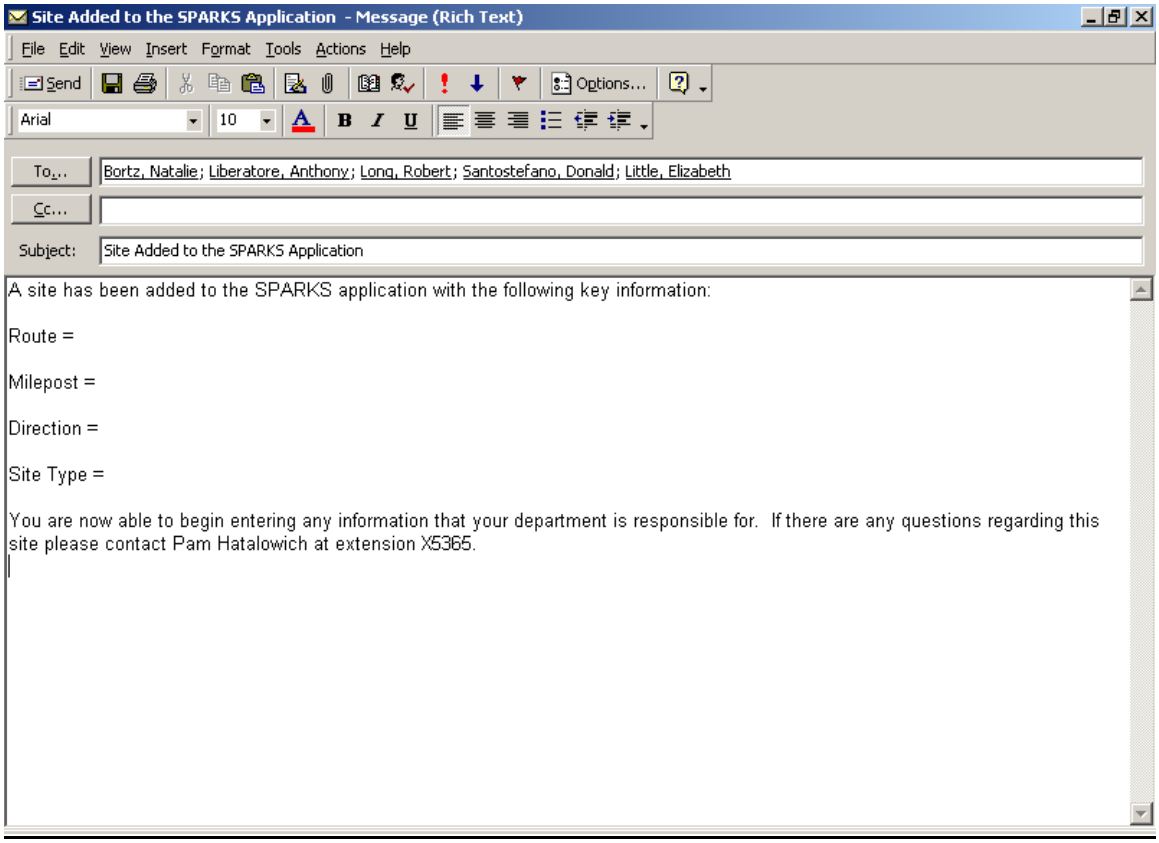
Figure A.2 ADD TOLL COLLECTION INFORMATION


Toll Collection Types -- toll plaza test
Available Toll Collection Types
Toll Collection Types Available at this Toll Plaza
Ticket
Coin Drop
EZ Pass
Collection Type
RECORD_UPDATE
Add Selected Collection Type >>
<< Remove Selected Collection Type From This Toll Plaza

For more details on the Toll Collection Types Form please refer to Chapter 6 Section D.

Step 2b: The Engineering Design Department: Roadway Section should contact the Concessions Management department, Right of Way Section, Facilities and Risk Management department via electronic mail to let them know that a new Site has been added to the application. The email should be formatted as seen below:

Figure A.3 EMAIL DEPARTMENTS ABOUT THE ADDITION OF NEW SITE.


Site Added to the SPARKS Application - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send
Options...
Arial
10
To...
Bortz, Natalie; Liberatore, Anthony; Long, Robert; Santostefano, Donald; Little, Elizabeth
Cc...
Subject:
Site Added to the SPARKS Application
A site has been added to the SPARKS application with the following key information:
Route =
Milepost =
Direction =
Site Type =
You are now able to begin entering any information that your department is responsible for. If there are any questions regarding this site please contact Pam Hatalowich at extension X5365.

The email should be sent to the following users:

Concessions Management: Natalie Bortz, Tony Liberatore

Right of Way Section: Robert Long

Facilities Department: Don Santostefano

Risk Management: Betty Little

Step 3: If pictures of the new site have been taken then the Engineering Design Department: Roadway Section should add Site Photos.

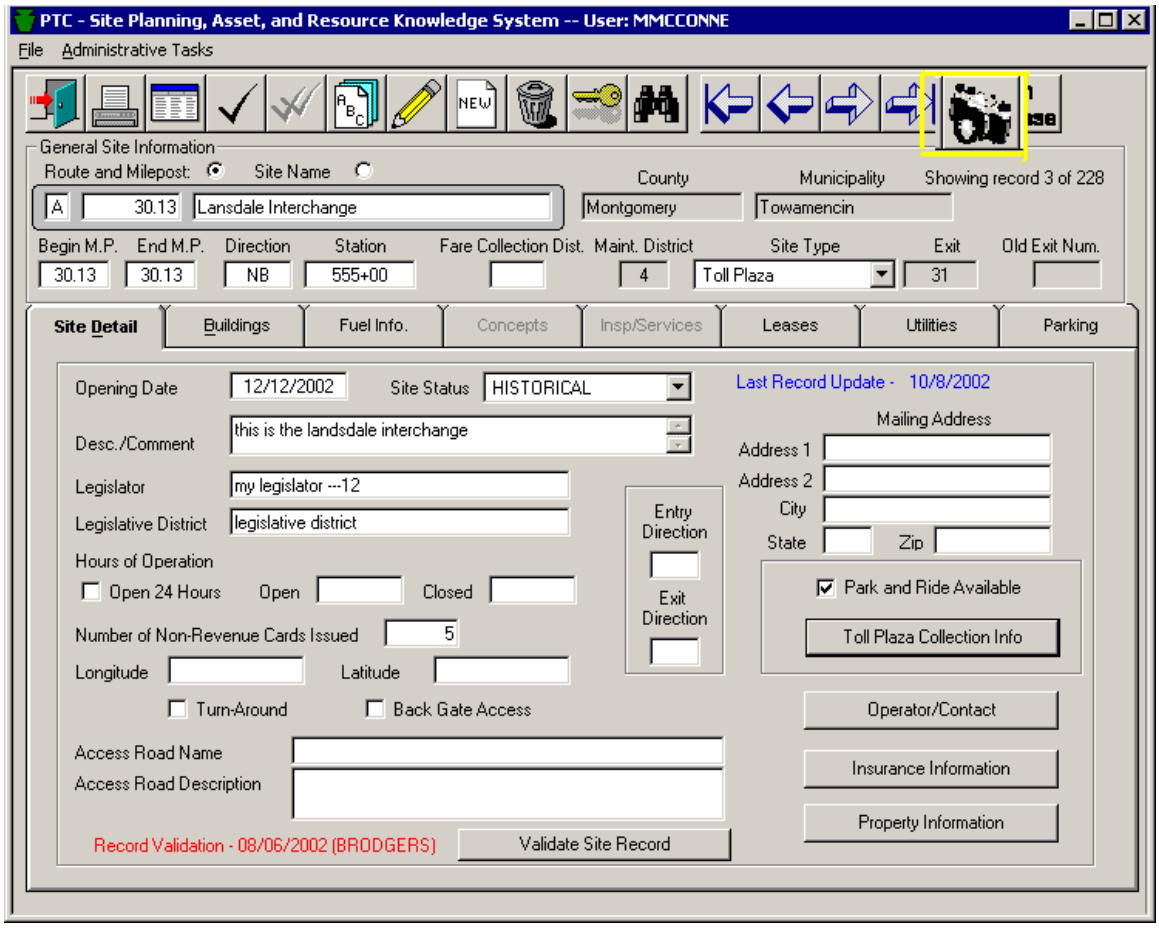
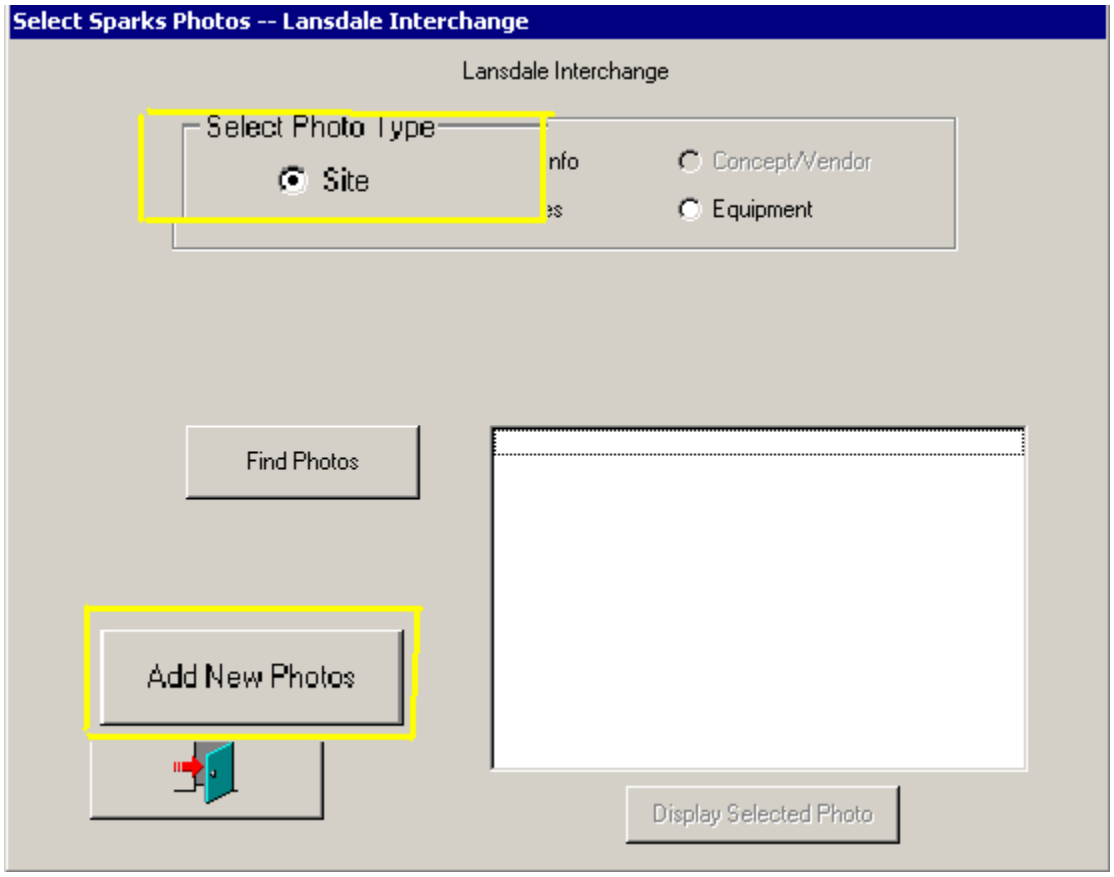


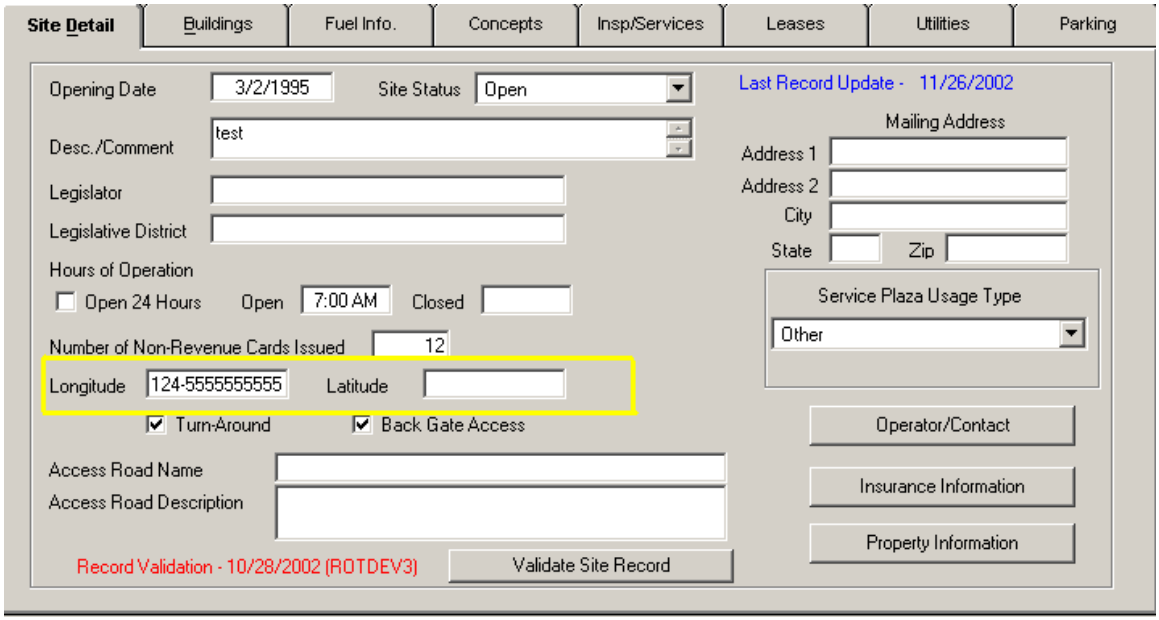
Figure A.4 ADD SITE PHOTOS



- For more details on the PHOTOS FORM please refer to Chapter 5 Section G.

Step 4: Upon receiving the email from the Engineering Design Department: Roadway Section the Engineering Design Department: Right of Way Section will add the site latitude/longitude and property information:

Figure A.5 ADD SITE LONGITUDE/LATITUDE



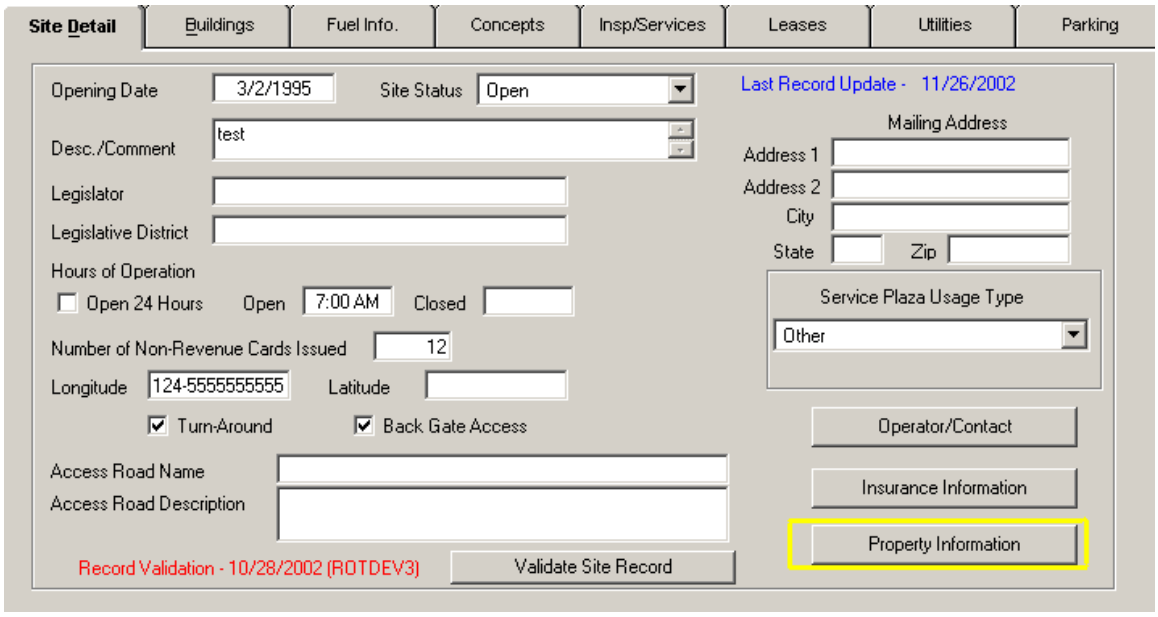
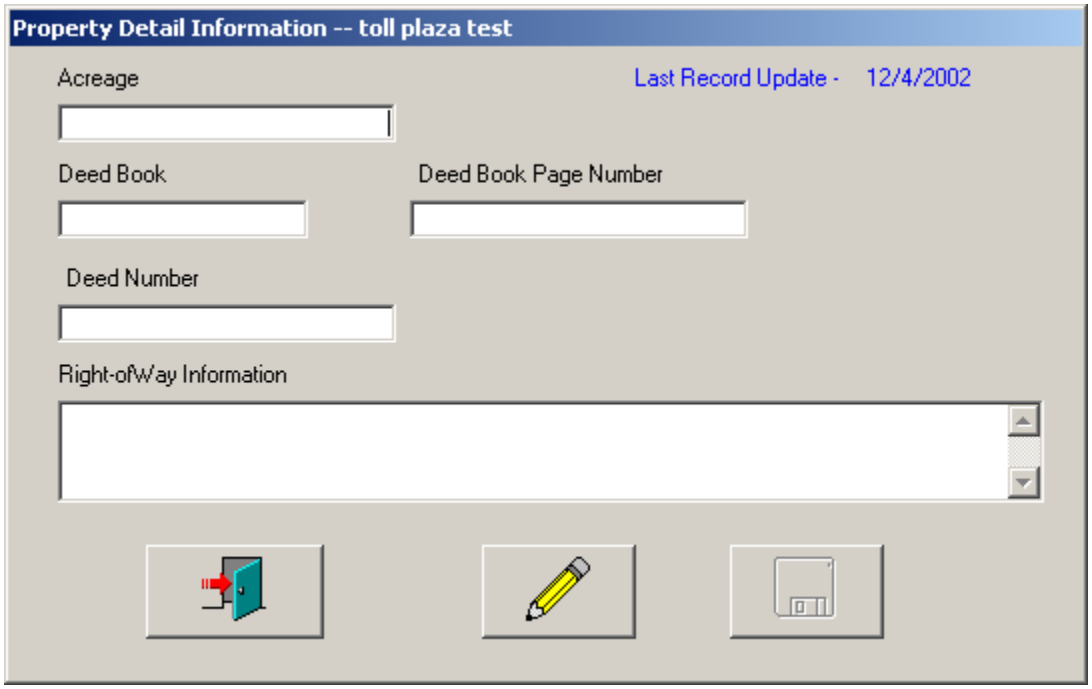


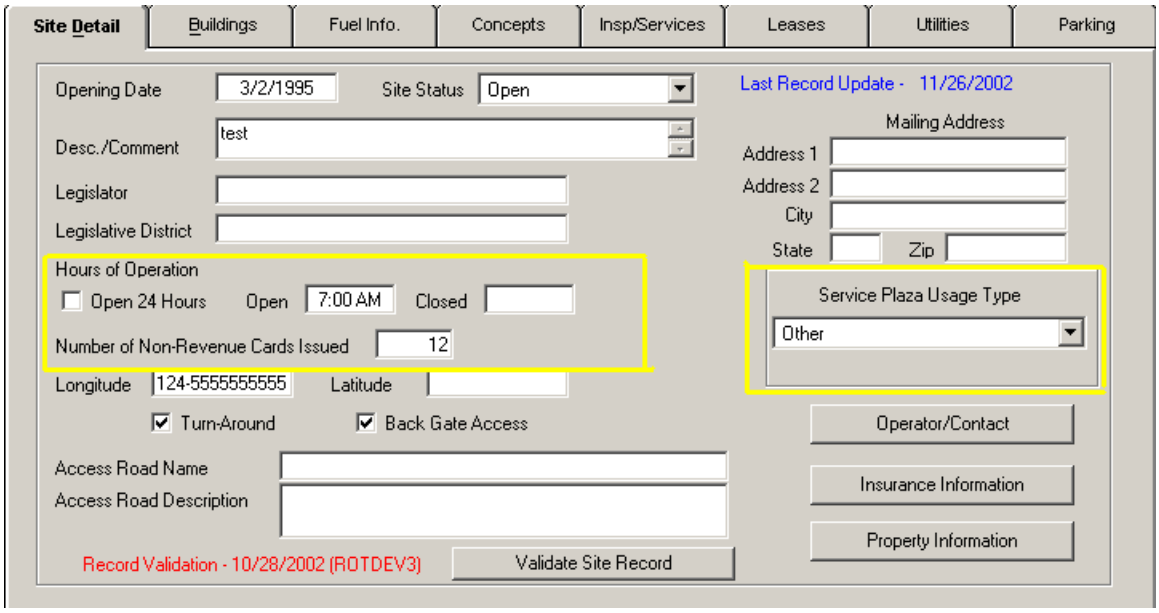
Figure A.6 ADD PROPERTY INFORMATION



For more details on the Property Detail Information form please refer to Chapter 6 Section C.

Step 5: Upon receiving the email from the Engineering Design Department: Roadway Section the Concessions Management Department will add the Site Info:

Figure A.7 ADD SITE INFO



STEP 6: The Concessions Management Department will add Site Contact information into the application. The Site Contact Information is accessed from the Site Detail Tab:

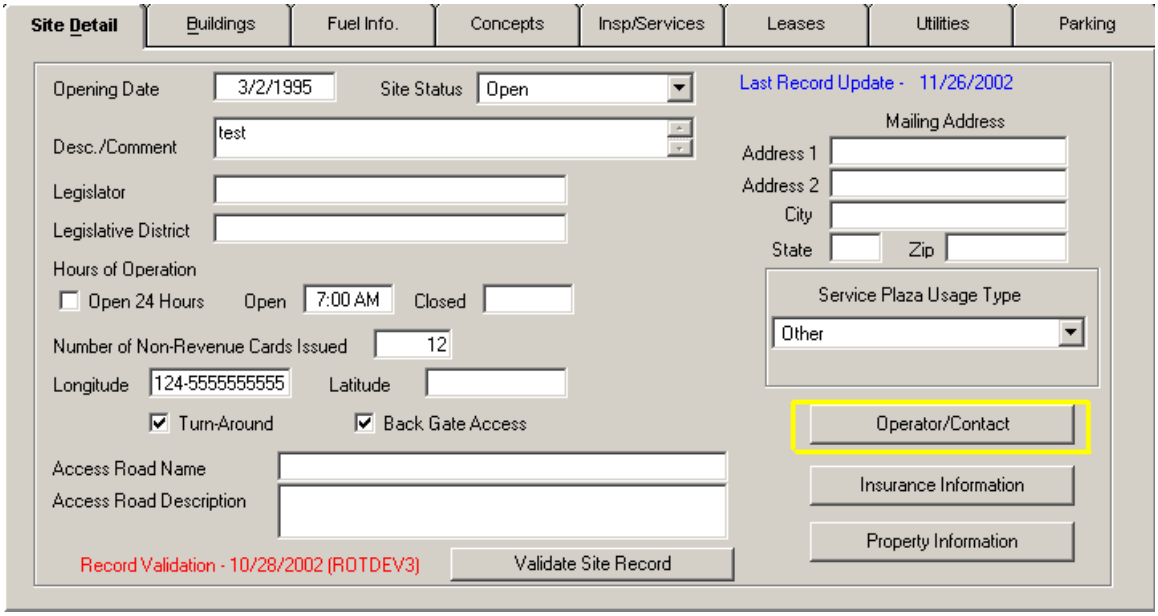
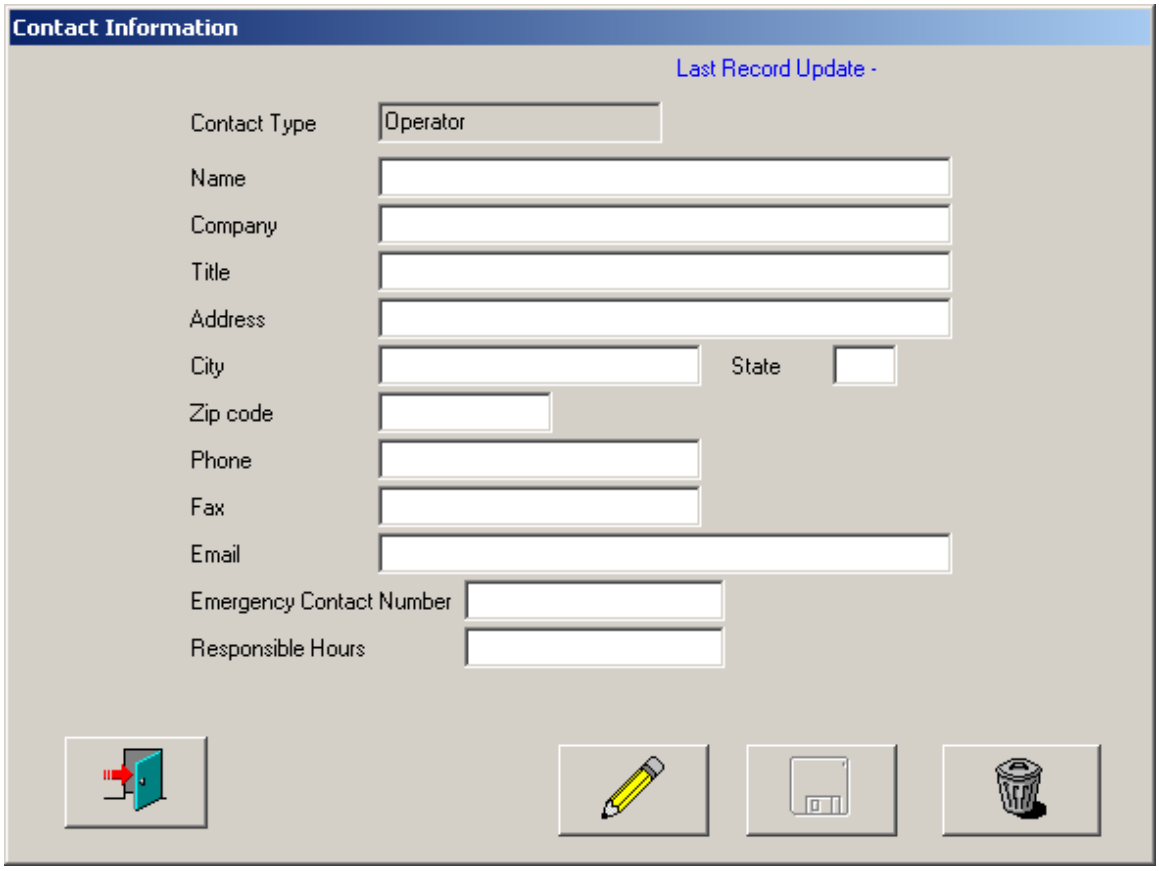


Figure A.8 ADD SITE CONTACT INFORMATION



For more details on the Contact Information form please refer to Chapter 6 Section A.

Step 7: Upon receiving the email from the Engineering Design Department: Roadway Section the Risk Management Department will add the Site Insurance information into the application. The Site Insurance Information is accessed from the Site Detail Tab:

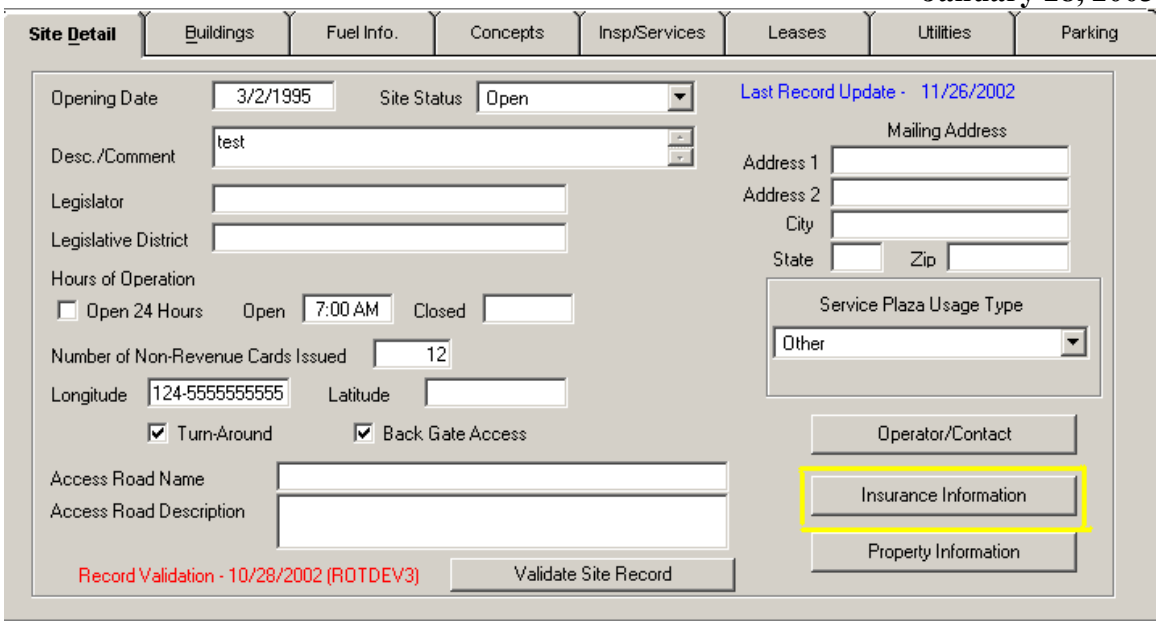
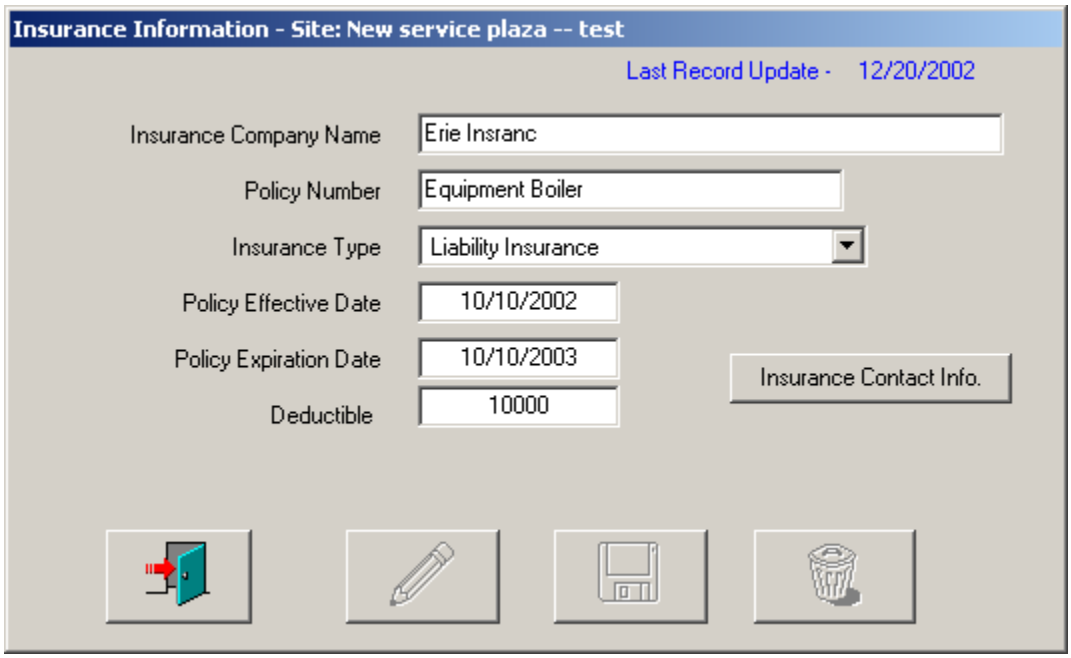


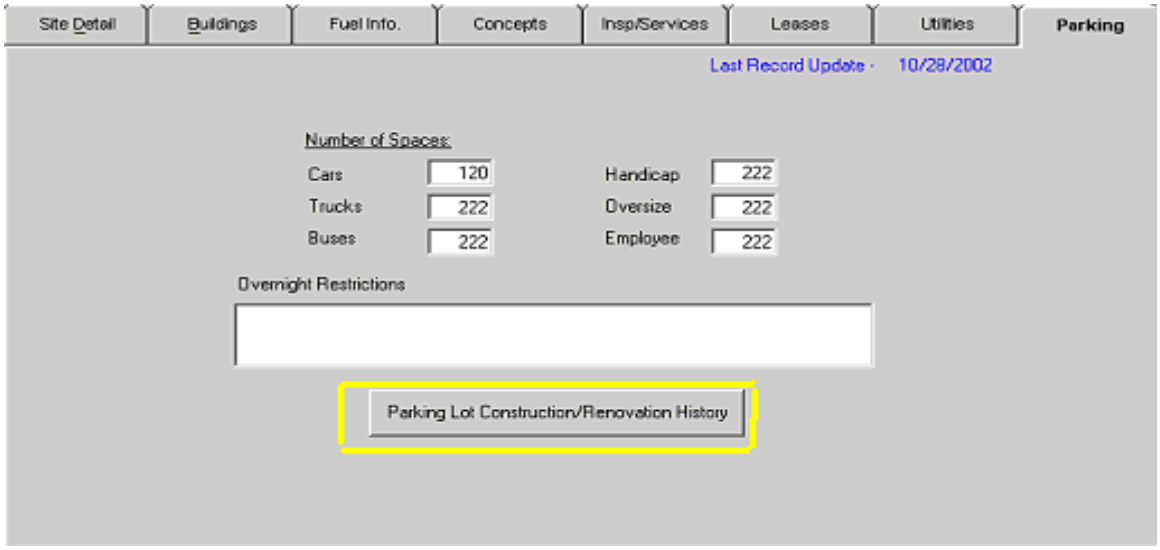
Figure A.9 ADD INSURANCE INFORMATION



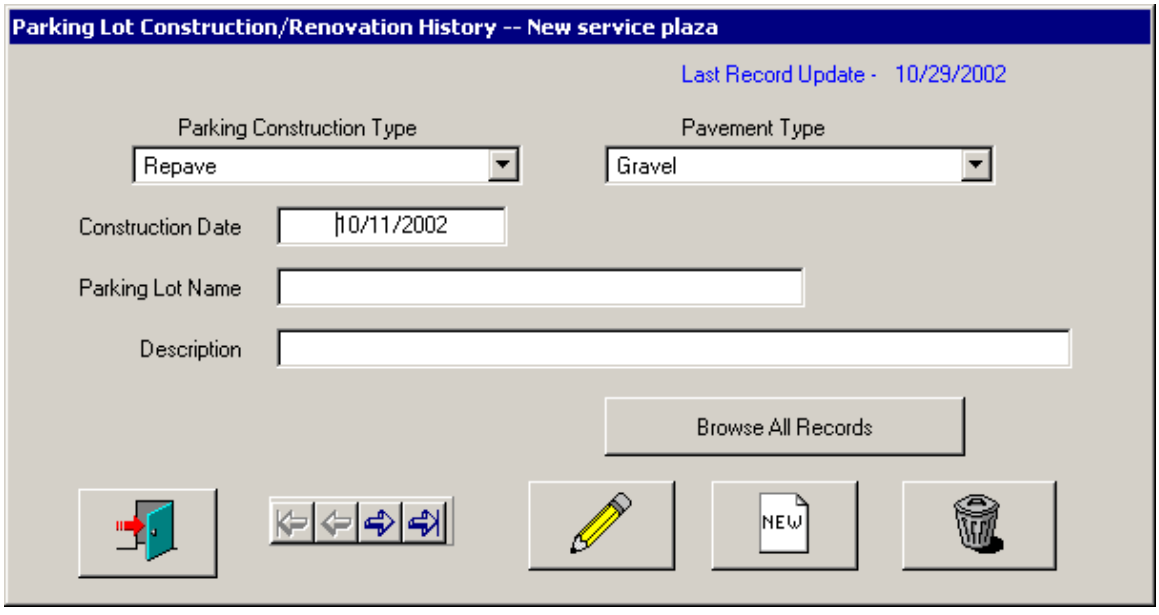
For more details on the Toll Collection Types Form please refer to Chapter 6: Section B.

Step 8: The Engineering Design: Roadway Section should add the Site Parking Lot information, including the Parking Lot Construction History. The parking information is accessed on the Parking Tab:

Figure A.10 ADD PARKING LOT INFORMATION



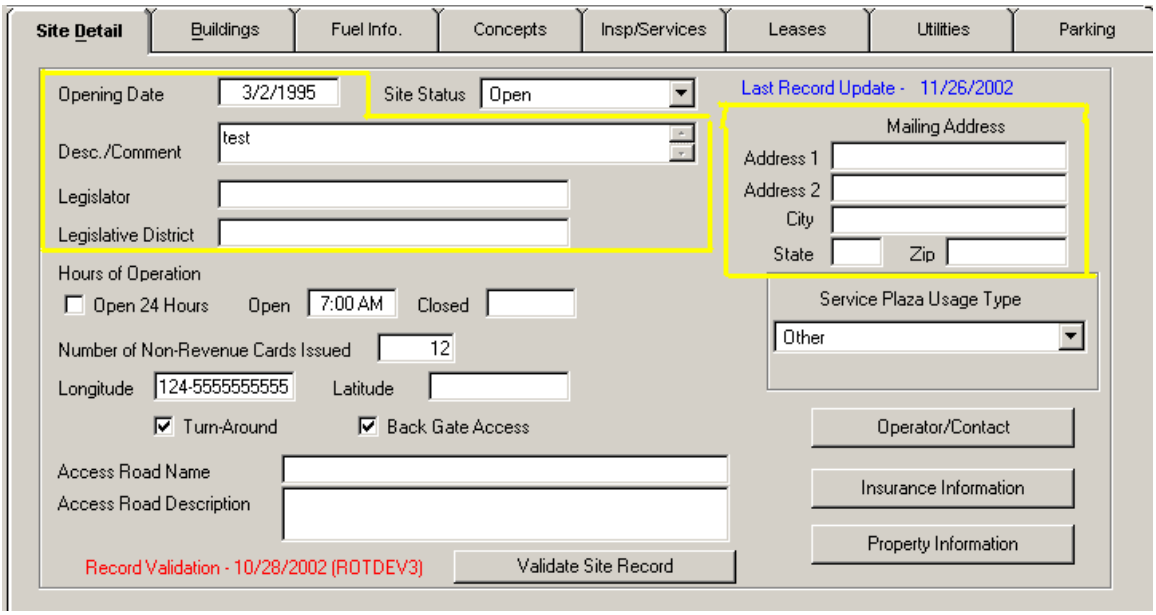
Parking Lot Construction/Renovation History:



For more details on the Toll Collection Types Form please refer to Chapter 6: Section O.

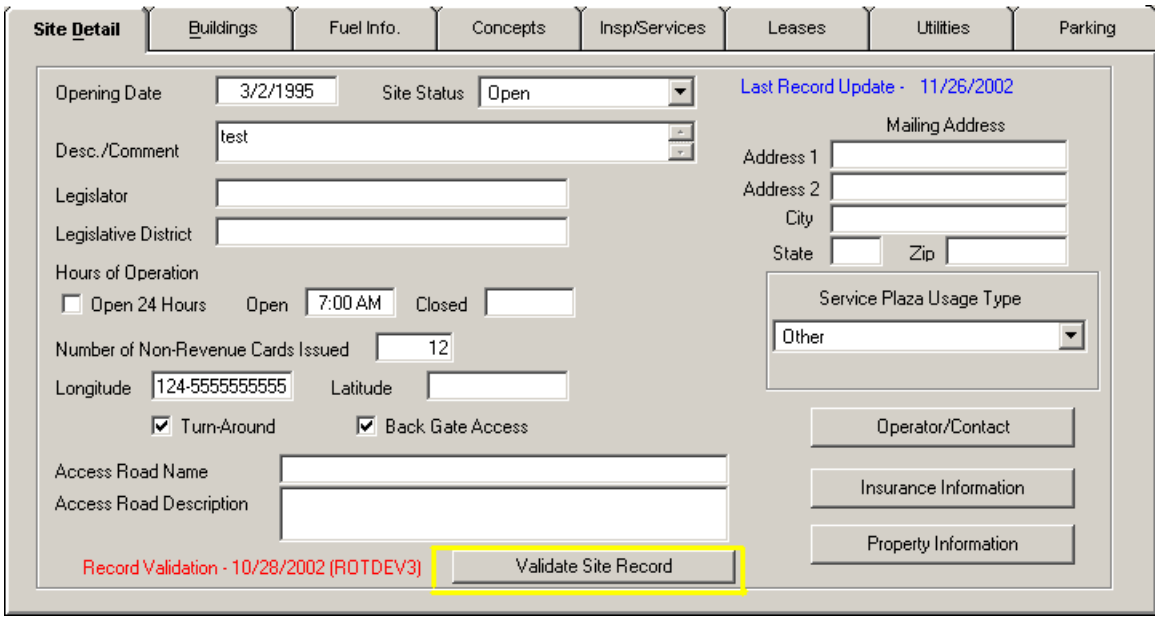
Step 9: The Engineering Facilities department should add the remaining Site information on the Site Detail Tab:

Figure A.11 ADD REMAINING SITE INFORMATION



Step 10: The Engineering Design: Roadway Section should validate the site. The Validate Site button is accessible from the Site Detail Tab:

Figure A.12 VALIDATE SITE INFORMATION



Adding a Site Check List

Engineering Design Roadway Section:

- Add General Site Info ___
- If Site Type = Interchange or Toll Plaza
    - Add Toll Collection Info ___
- Email the Concessions Management, Right of Way Section, Facilities and Risk Management Department ___
- If there are Site Photos
    - Add Site Photos ___
- Add Parking Lot Info ___
- Validate Site ___

Engineering Design Right of Way Section:

- Add Site Latitude/Longitude ___
- Add Property Info ___

Concessions Management Department:

- Add Site Info ___
- Add Site Contact Info ___

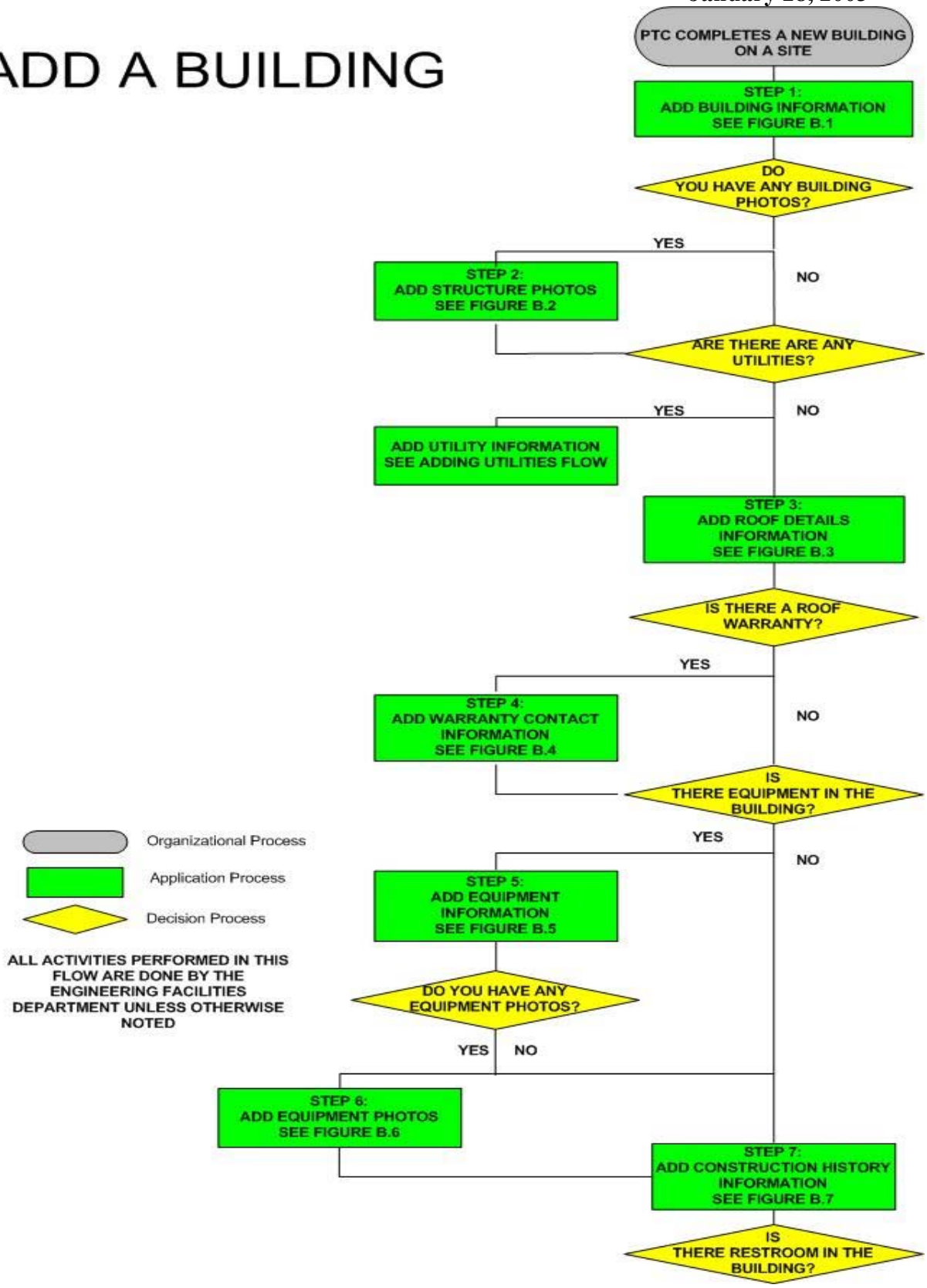
Risk Management Department:

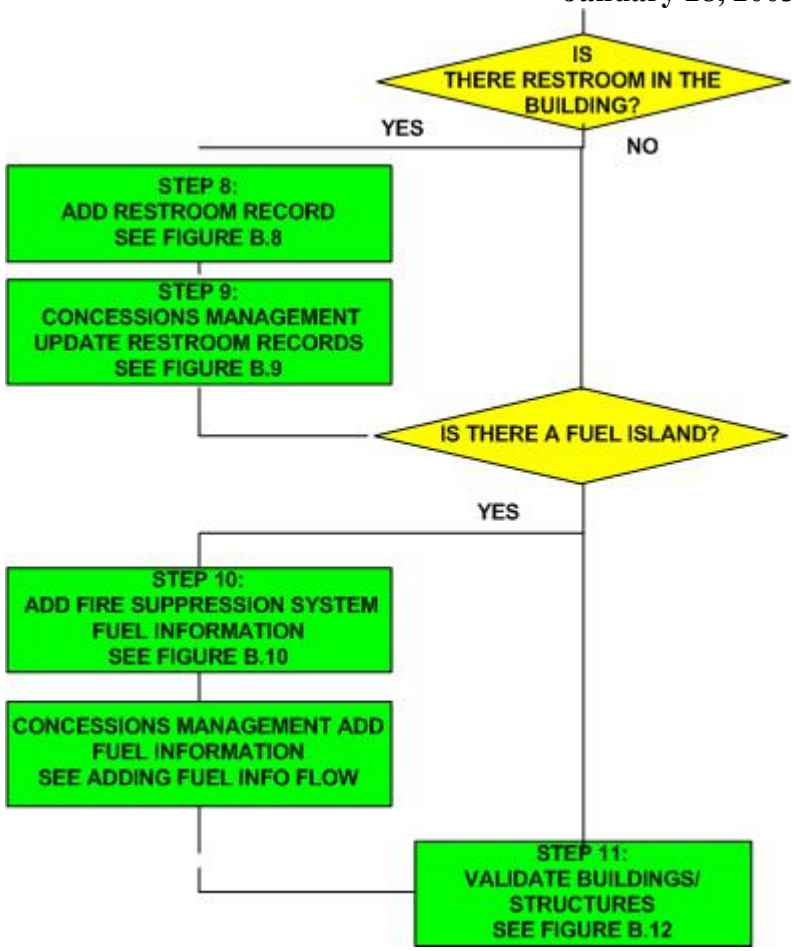
- Add Insurance Information ___

B. ADDING A BUILDING

See Diagram on the next page.

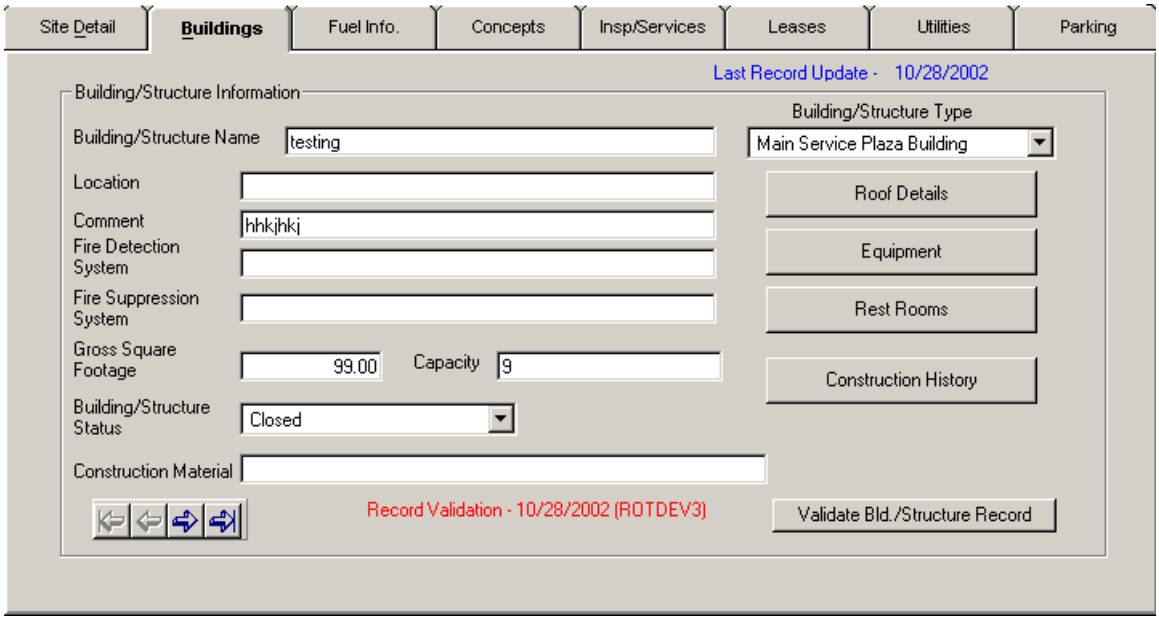
ADD A BUILDING


PTC COMPLETES A NEW BUILDING ON A SITE
STEP 1: ADD BUILDING INFORMATION SEE FIGURE B.1
DO YOU HAVE ANY BUILDING PHOTOS?
YES
NO
STEP 2: ADD STRUCTURE PHOTOS SEE FIGURE B.2
ARE THERE ARE ANY UTILITIES?
YES
NO
ADD UTILITY INFORMATION SEE ADDING UTILITIES FLOW
STEP 3: ADD ROOF DETAILS INFORMATION SEE FIGURE B.3
IS THERE A ROOF WARRANTY?
YES
NO
STEP 4: ADD WARRANTY CONTACT INFORMATION SEE FIGURE B.4
IS THERE EQUIPMENT IN THE BUILDING?
YES
NO
STEP 5: ADD EQUIPMENT INFORMATION SEE FIGURE B.5
DO YOU HAVE ANY EQUIPMENT PHOTOS?
YES
NO
STEP 6: ADD EQUIPMENT PHOTOS SEE FIGURE B.6
STEP 7: ADD CONSTRUCTION HISTORY INFORMATION SEE FIGURE B.7
IS THERE RESTROOM IN THE BUILDING?
Organizational Process
Application Process
Decision Process
ALL ACTIVITIES PERFORMED IN THIS FLOW ARE DONE BY THE ENGINEERING FACILITIES DEPARTMENT UNLESS OTHERWISE NOTED


IS THERE RESTROOM IN THE BUILDING?
YES
NO
STEP 8: ADD RESTROOM RECORD SEE FIGURE B.8
STEP 9: CONCESSIONS MANAGEMENT UPDATE RESTROOM RECORDS SEE FIGURE B.9
IS THERE A FUEL ISLAND?
YES
STEP 10: ADD FIRE SUPPRESSION SYSTEM FUEL INFORMATION SEE FIGURE B.10
CONCESSIONS MANAGEMENT ADD FUEL INFORMATION SEE ADDING FUEL INFO FLOW
STEP 11: VALIDATE BUILDINGS/ STRUCTURES SEE FIGURE B.12

Step 1: The Engineering Facilities Department will add the Buildings information into the application. The Buildings Information is accessed from the Buildings Tab:

Figure B.1 ADD BUILDINGS INFORMATION



For more details on the Buildings information and the Buildings Tab please refer to Chapter 4: Section F.

If there are Buildings or Structure Photos then continue with Step 2:

Step 2: The Engineering Facilities department should add the Buildings or Structure photos.

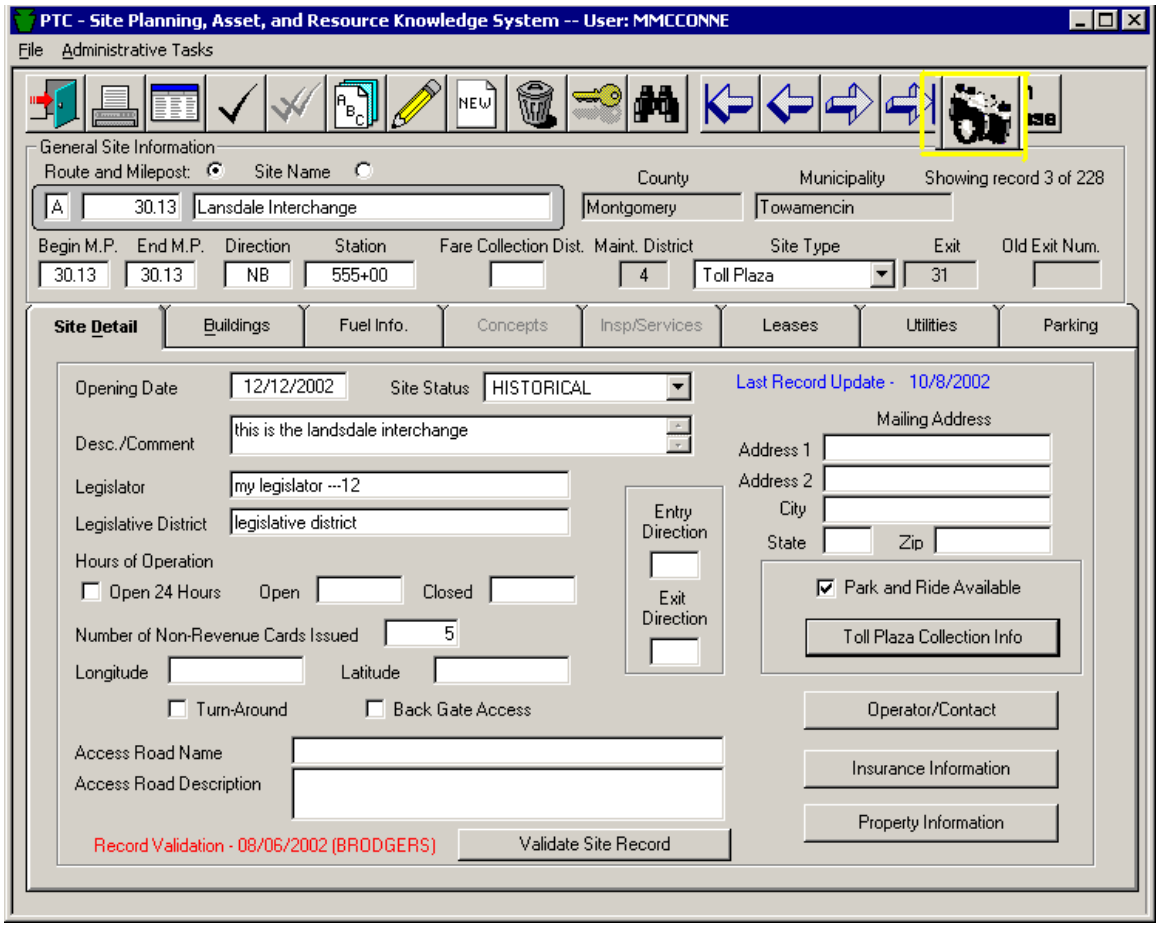
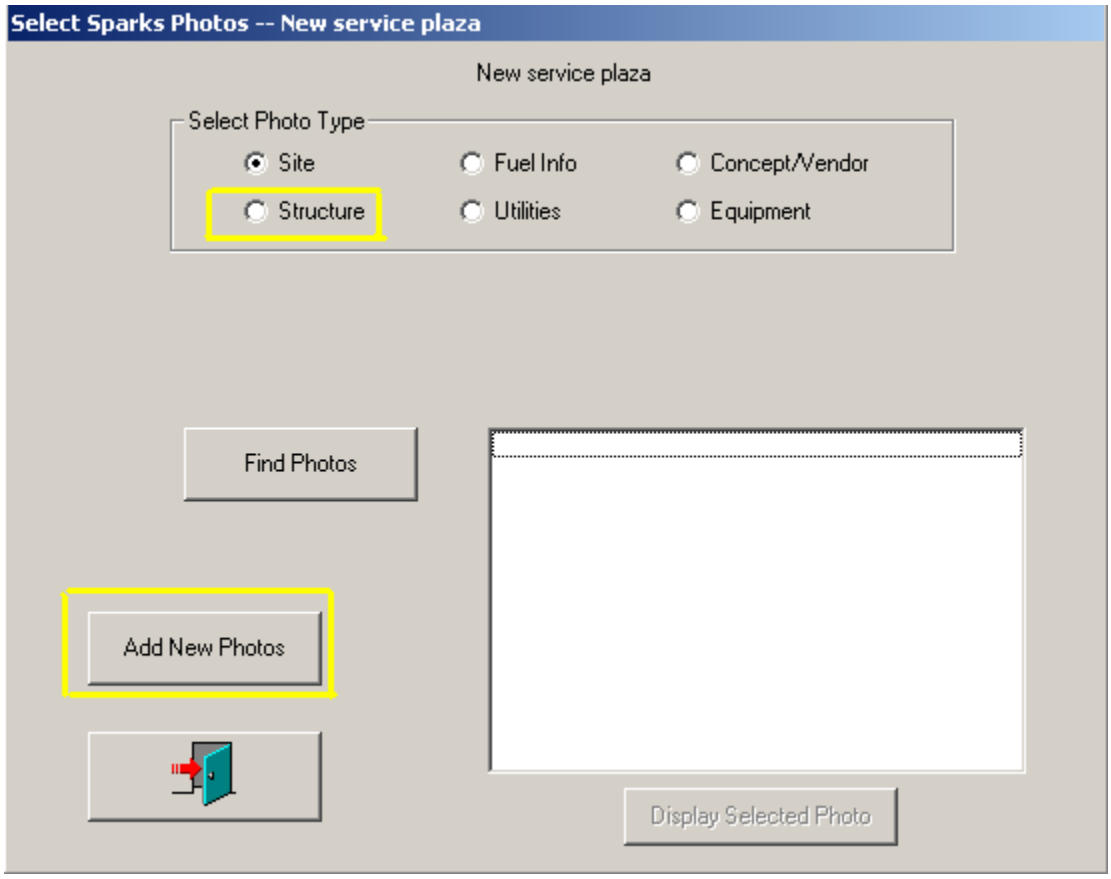


Figure B.2 ADD STRUCTURE PHOTOS



For more details on the SPARKS PHOTOS FORM please refer to Chapter 5: Section G.

If there are utilities being used with the building then refer to the Adding Utilities Flow.

Step 3: The Engineering Facilities Department should add the Roof Details information. The Roof Details form is accessed from the Buildings Tab:

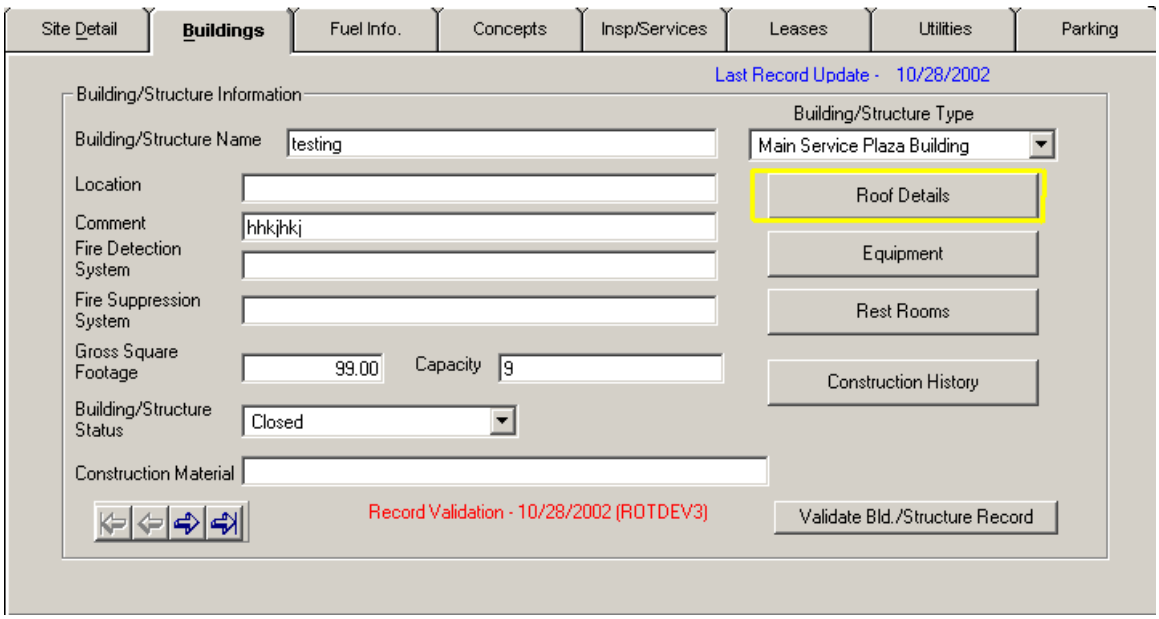
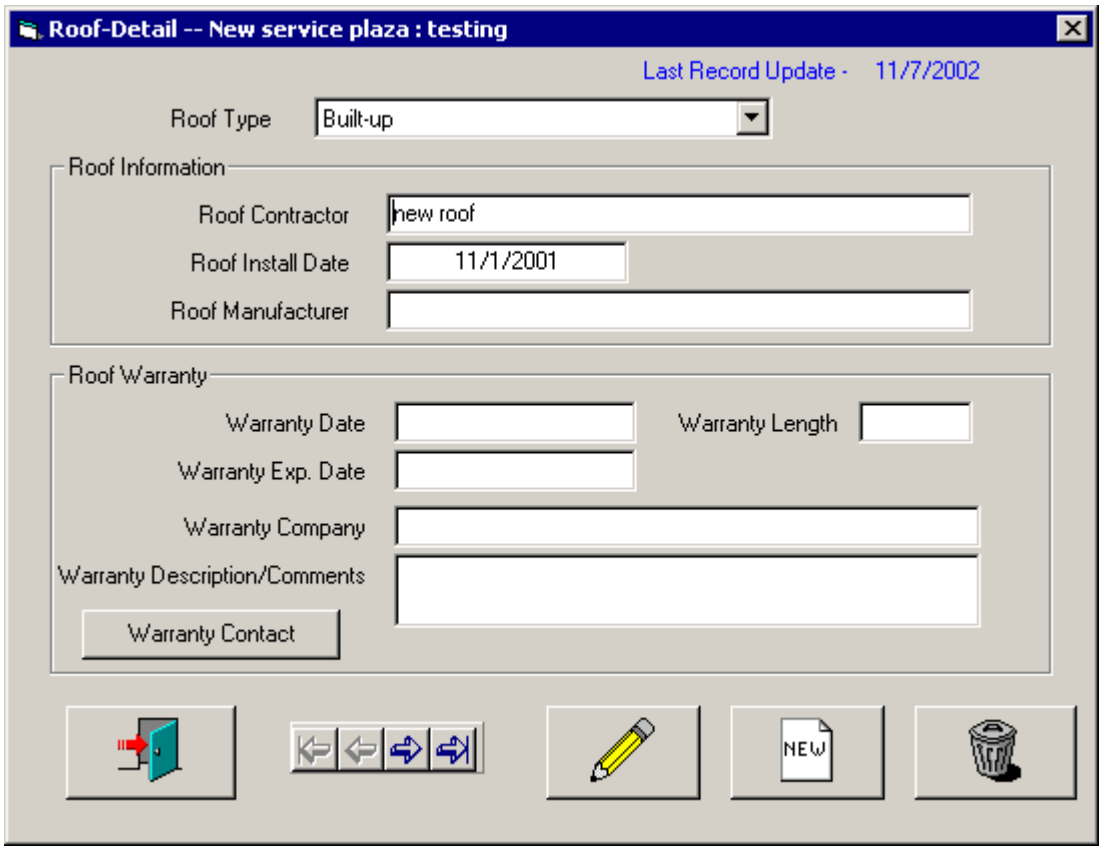


Figure B.3 ADD ROOF INFORMATION



For more details on the PHOTOS FORM please refer to Chapter 6: Section P.

If there is a roof warranty then continue with step 4:

Step 4: The Engineering Facilities Department should add the Warranty Contact information. The Warranty Contact Form is accessed from the Roof Details form:

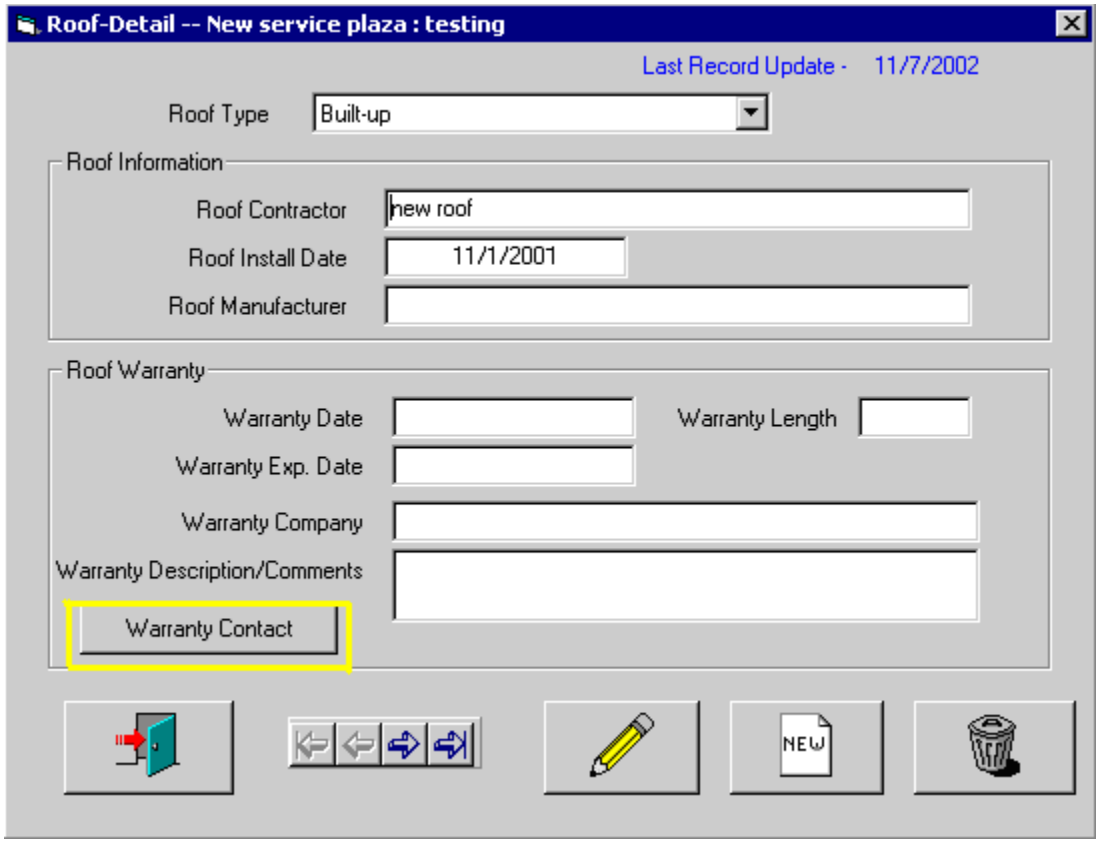
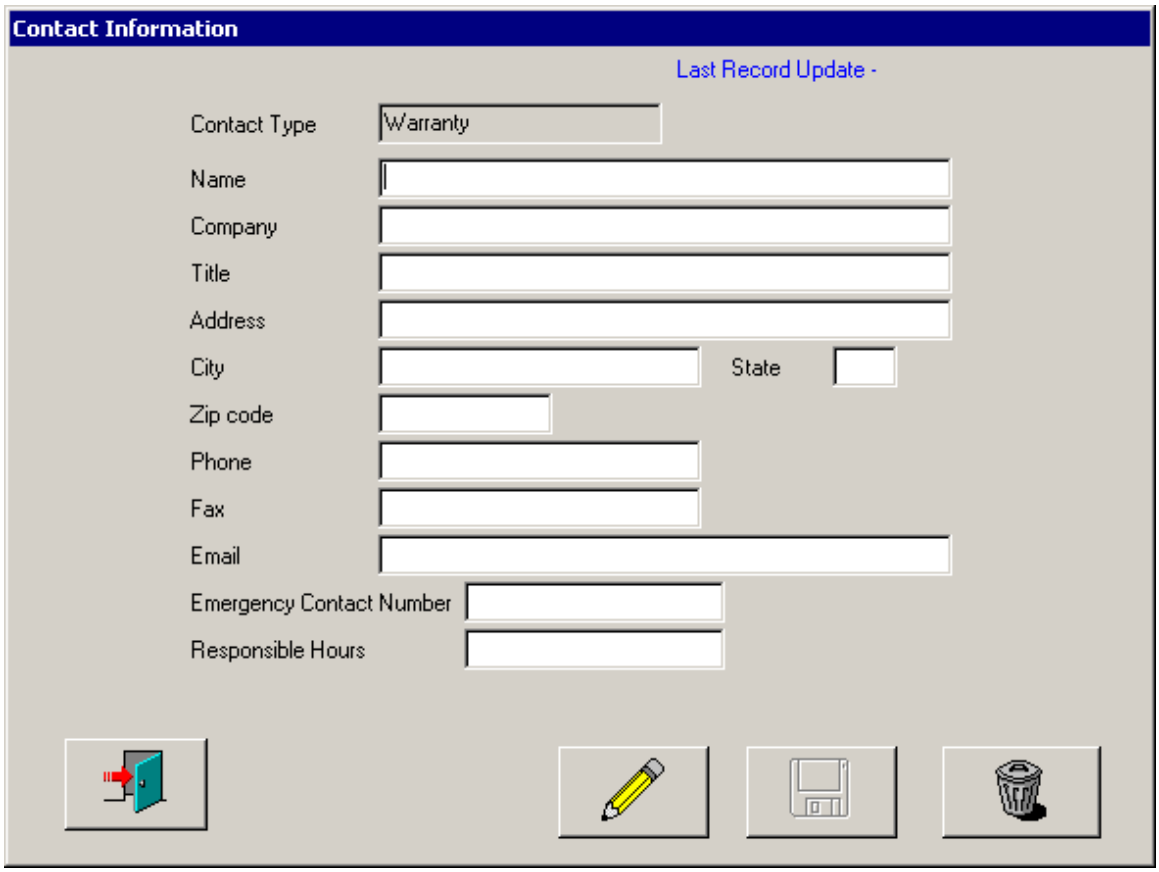


Figure B.4: ADD WARRANTY CONTACT INFORMATION



For more details on the CONTACT INFORMATION FORM please refer to Chapter 6: Section A.

If there is Equipment in the building then continue with Step 5:

Step 5: The Engineering Facilities Department should add the Equipment information for each piece of equipment in the building. The Equipment information Form is accessed from the Buildings Tab:

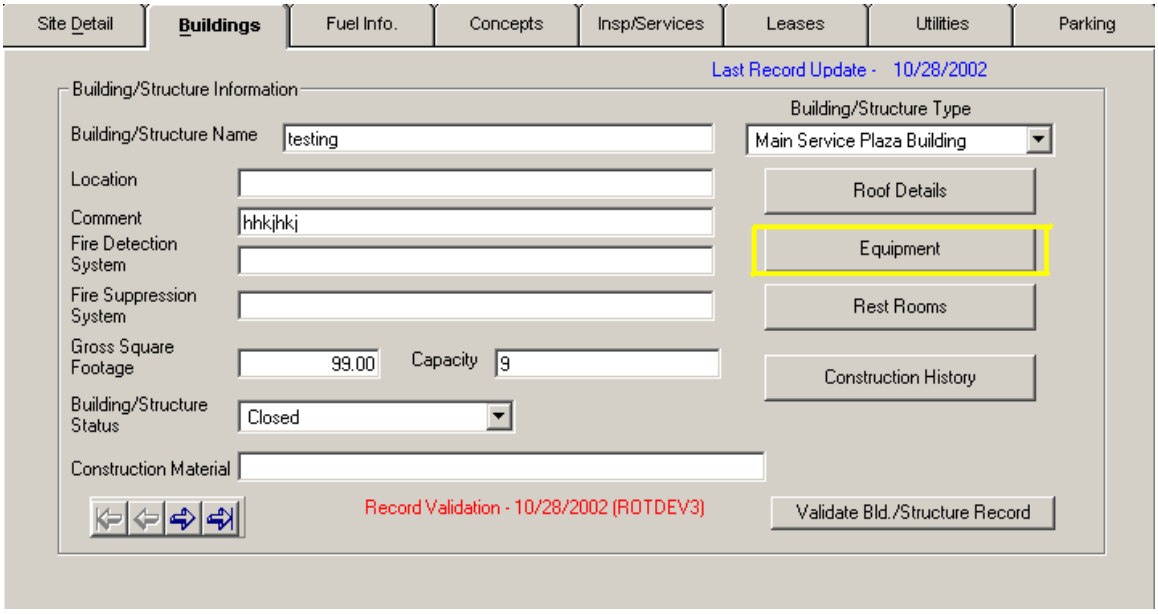
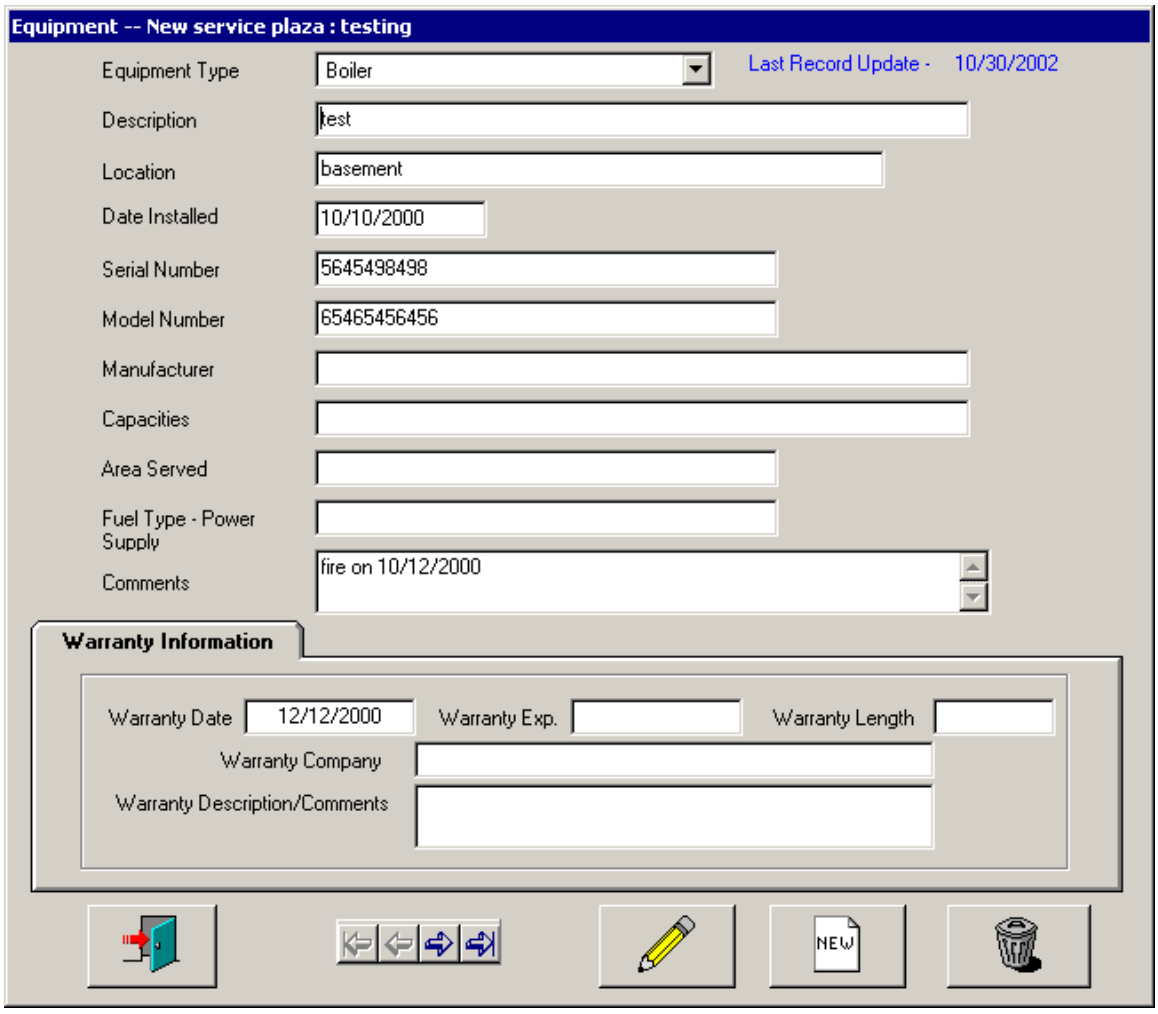


Figure B.5: ADD EQUIPMENT INFORMATION



For more details on the EQUIPMENT FORM please refer to Chapter 6: Section F.

If there are Equipment photos then continue with Step 6:

Step 6: The Engineering Facilities Department should add the Equipment photos:

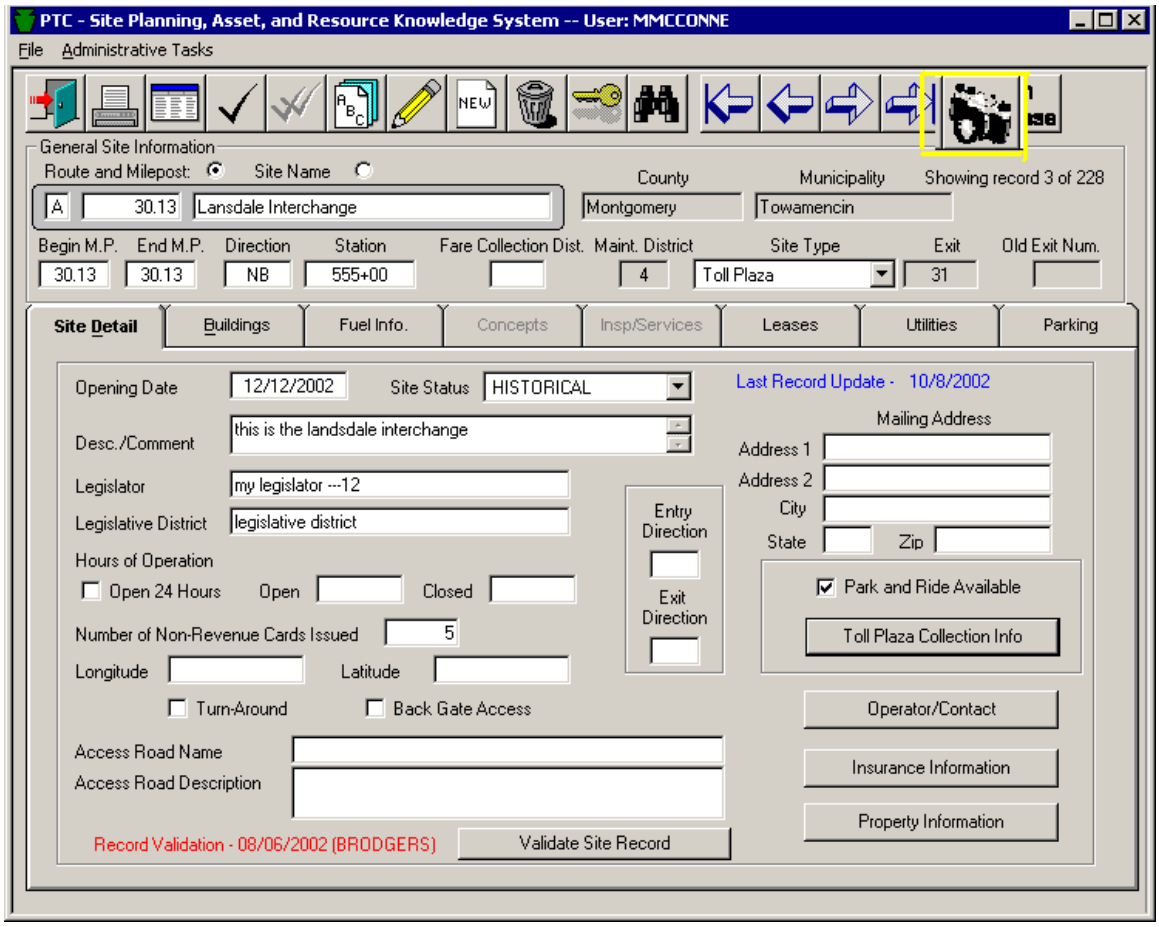
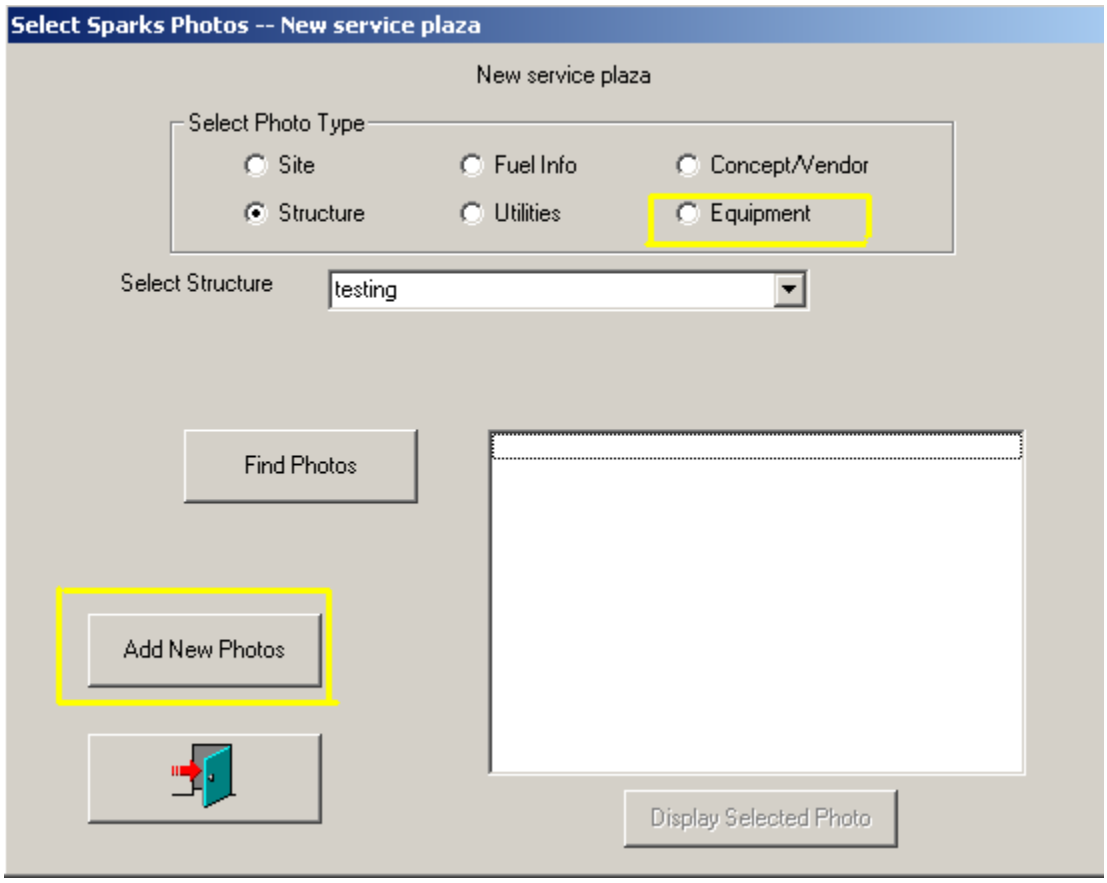


Figure B.6: ADD EQUIPMENT PHOTOS



For more details on the PHOTOS FORM please refer to 5: Section G.

Step 7: The Engineering Facilities Department should add the Construction History for each of the buildings. The Construction History Form is accessed from the Buildings Tab:

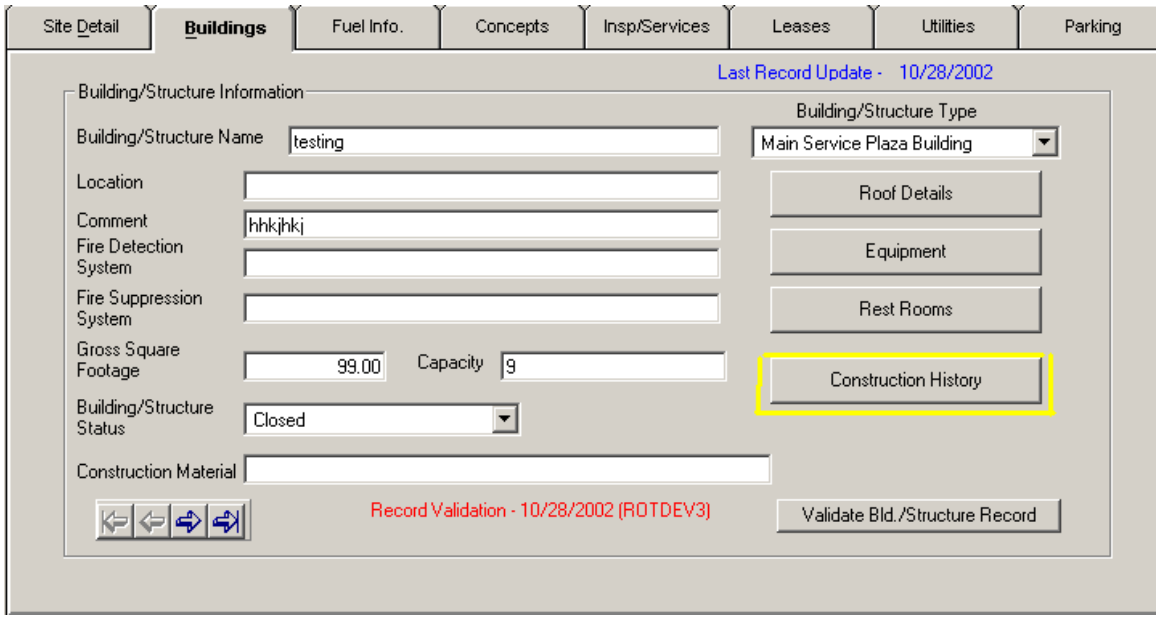
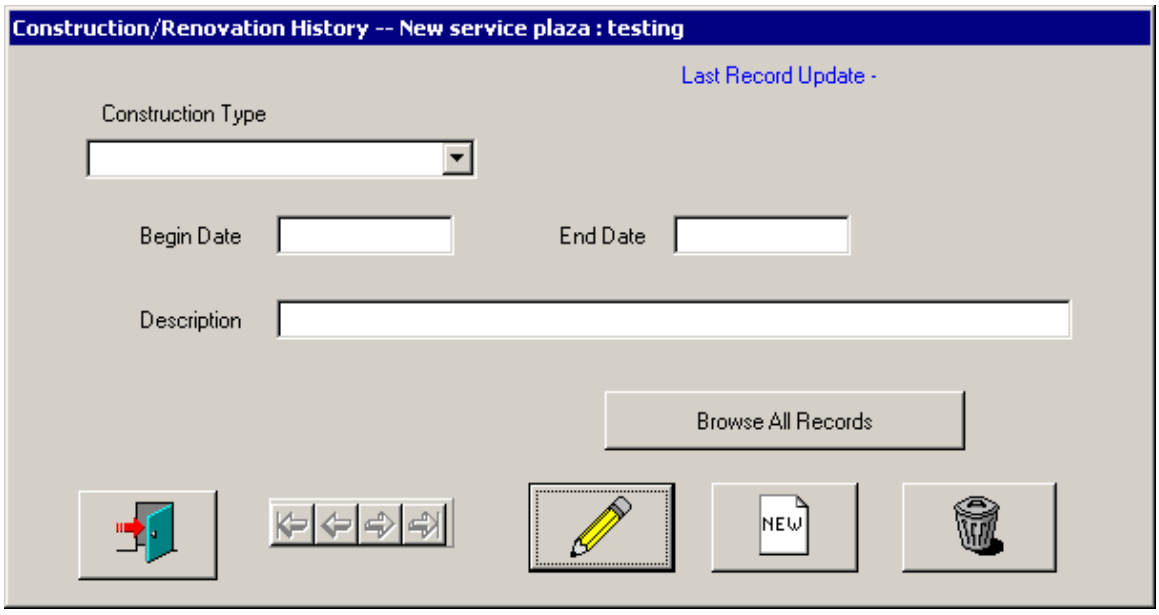


Figure B.7: ADD CONSTRUCTION HISTORY INFORMATION



For more details on the CONSTRUCTION HISTORY FORM please refer to Chapter 6: Section H.

If there are Restrooms in the building then continue with Step 8:

Step 8: The Engineering Facilities Department should add the Restroom information. The Restroom information form is accessible from the Buildings Tab:

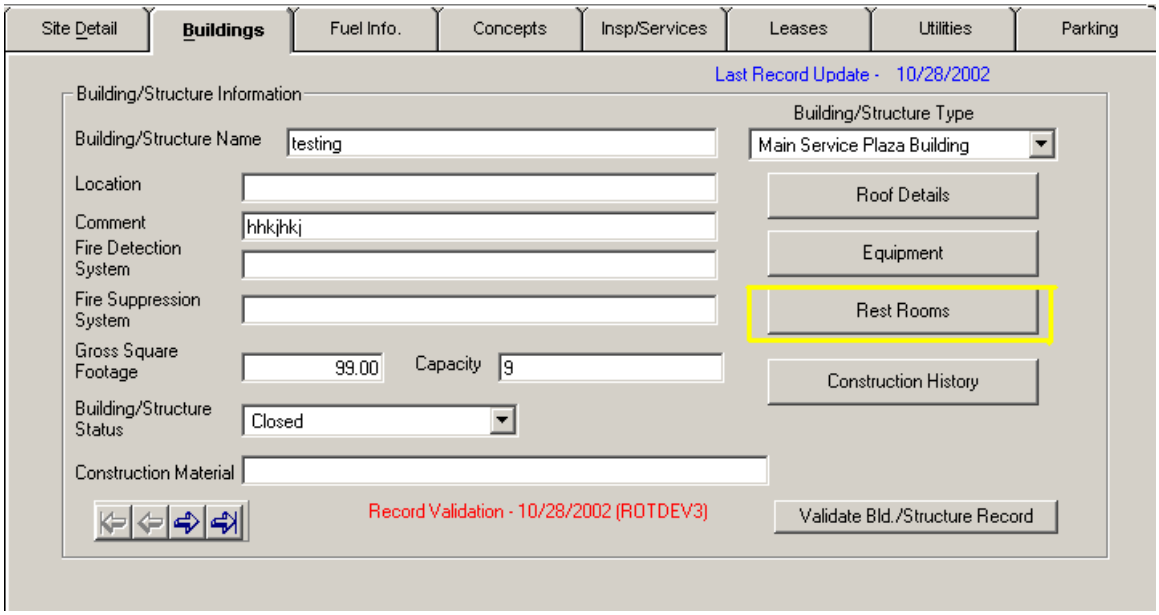
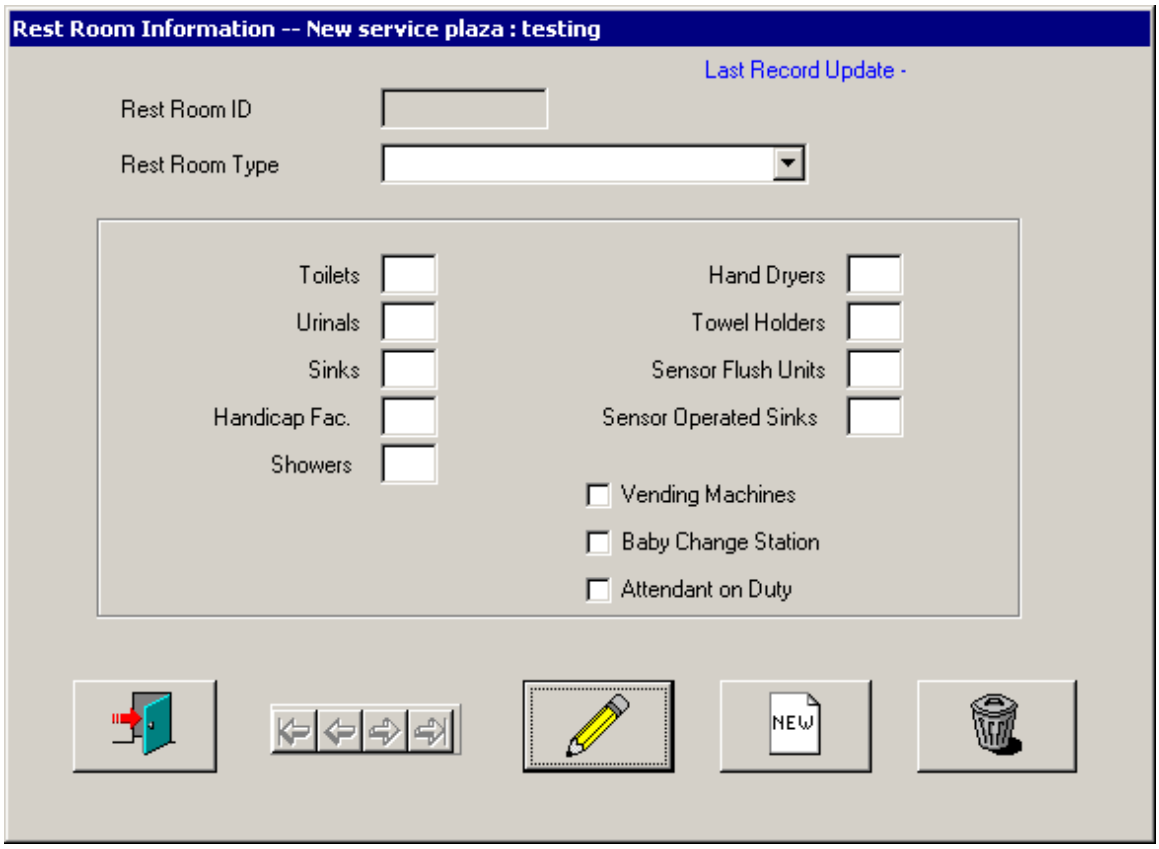


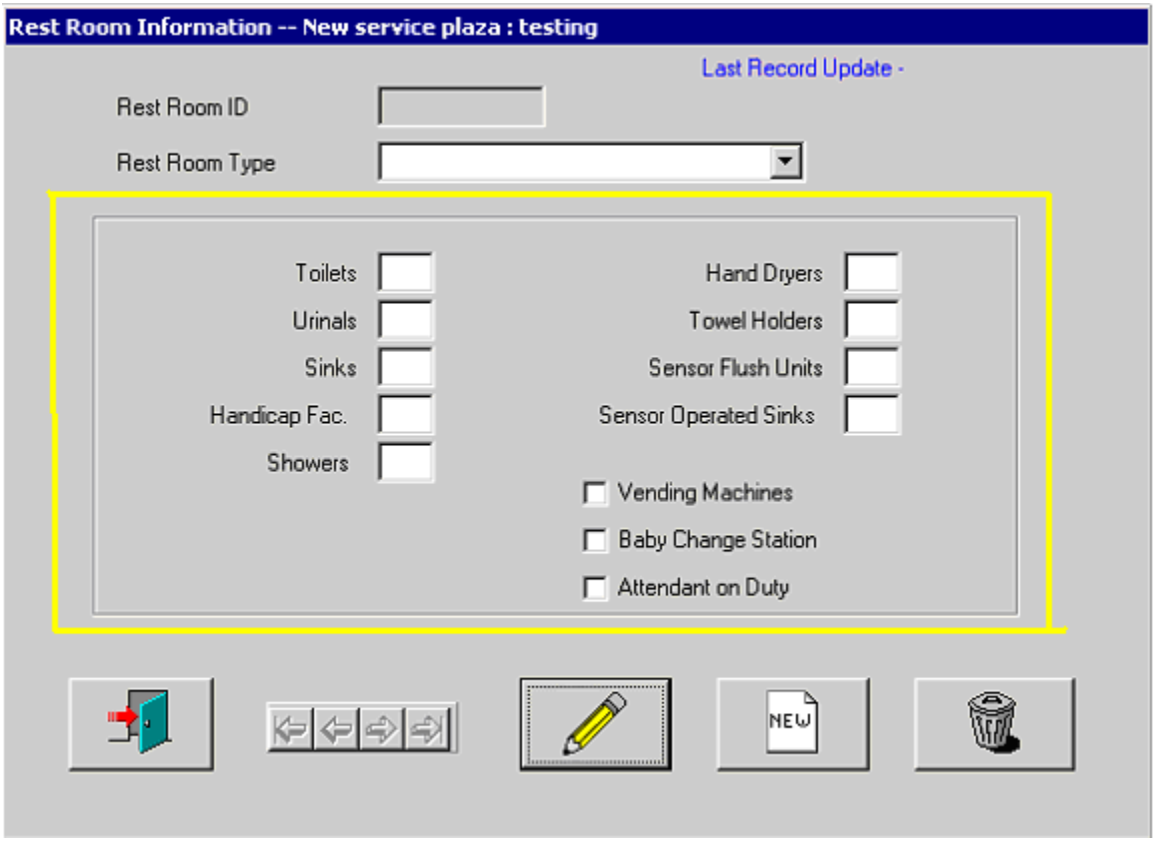
Figure B.8: ADD RESTROOM RECORDS



For more details on the REST ROOM FORM please refer to Chapter 6: Section G.

Step 9: The Concessions Management Department should update each of the Restroom Records:

Figure B.9: UPDATE RESTROOM RECORDS

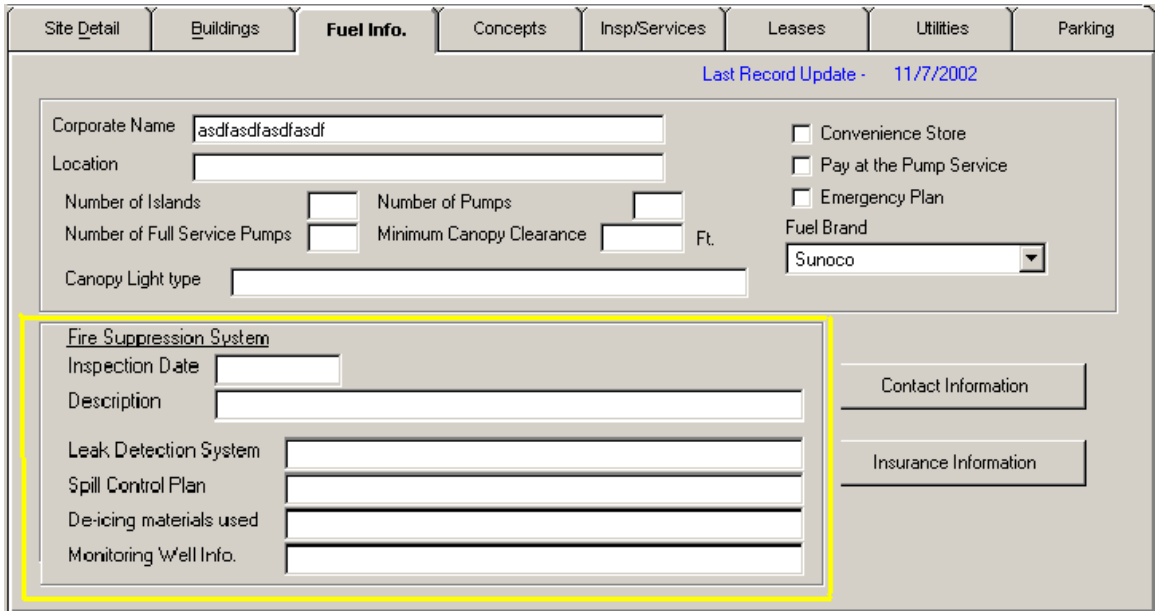


For more details on the REST ROOM FORM please refer to Chapter 6: Section G.

If there is a fuel island at the Site then continue with Step 10:

Step 10: The Engineering Facilities Department should add the Fire Suppression System information on the Fuel Tab:

Figure B.10: ADD FIRE SUPPRESSION FUEL INFORMATION

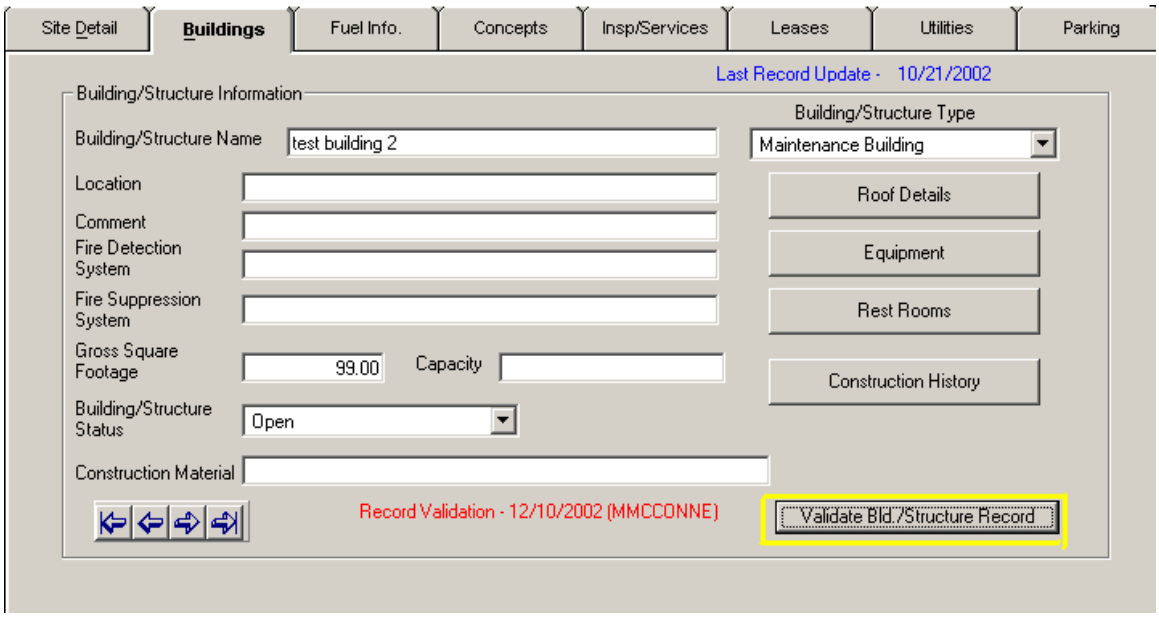


Concessions Management add Fuel Information please refer to the Adding Fuel Info Flow.

For more information on the Fuel Tab please refer to Chapter 2 Section C

Step 11: The Engineering Facilities Department should validate the buildings on the buildings tab. The validation button is located on the Buildings tab:

Figure B.11 VALIDATE BUILDINGS/STRUCTURES



Adding a Building Check List

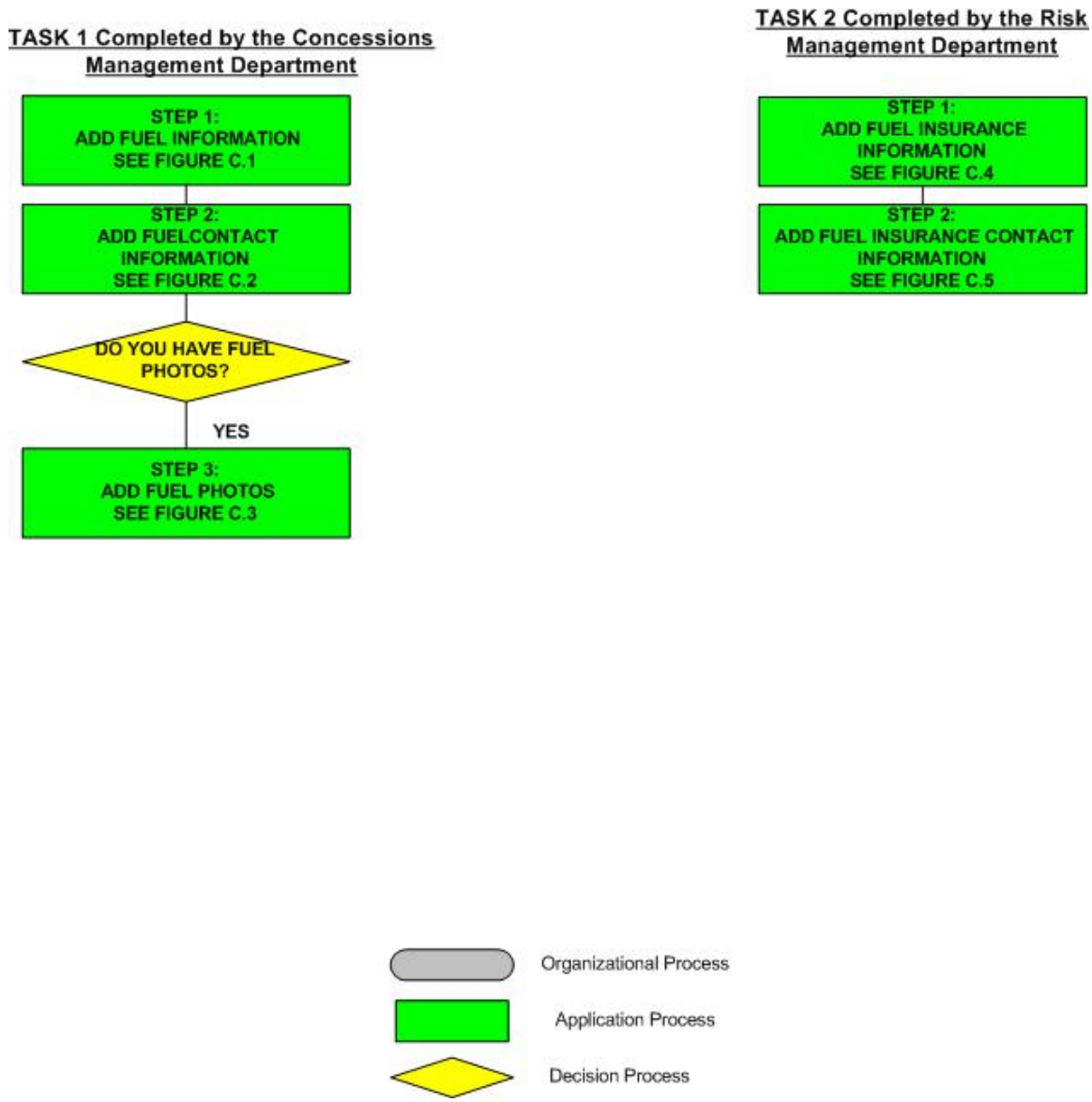
Concessions Management:

- Update Restroom records. ___
- Add Fuel Information ___

Engineering Facilities:

- Add Building Information ___
- If there are building Photos
    - Add Structure/Building Photos ___
- Add Roof Details ___
- If there is a Roof Warranty
    - Add Warranty Contact Info ___
- If there is Equipment in the Building
    - Add Equipment Info ___
    - If there are Equipment Photos
        - Add Equipment Photos ___
- Add Construction History ___
- If there is a Restroom in the building
    - Add Restroom Record ___
- If there is a fuel Island on the Site
    - Add Fire Suppression System Fuel Information ___
- Validate Structures ___

C. ADDING FUEL INFORMATION

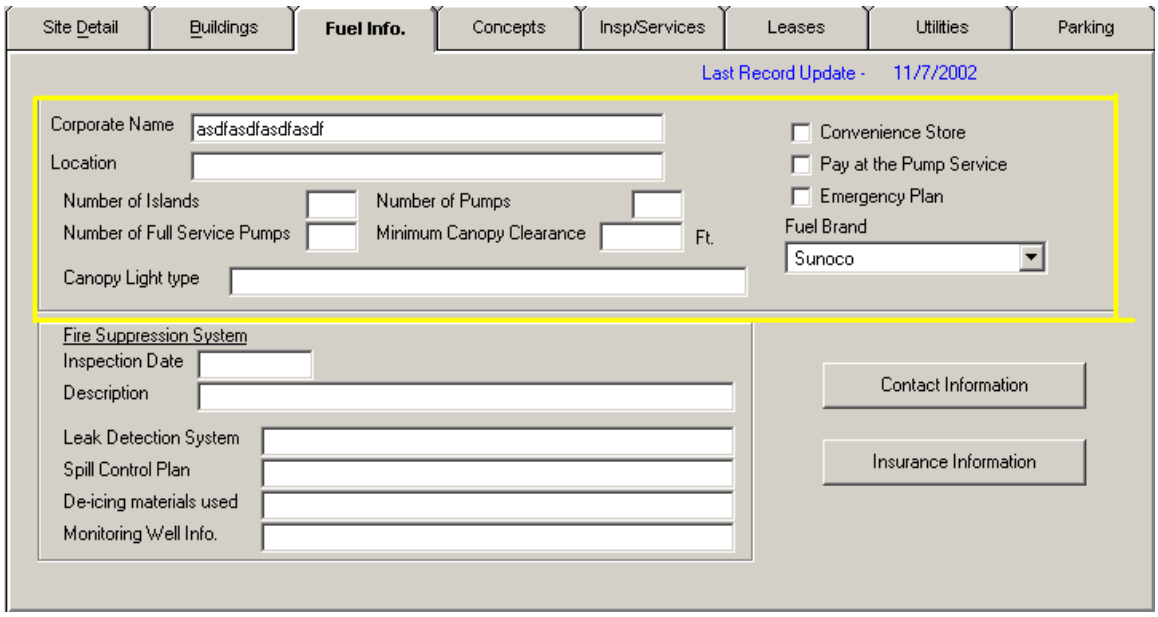

ADD FUEL INFO
TASK 1 Completed by the Concessions Management Department
STEP 1: ADD FUEL INFORMATION SEE FIGURE C.1
STEP 2: ADD FUELCONTACT INFORMATION SEE FIGURE C.2
DO YOU HAVE FUEL PHOTOS?
YES
STEP 3: ADD FUEL PHOTOS SEE FIGURE C.3
TASK 2 Completed by the Risk Management Department
STEP 1: ADD FUEL INSURANCE INFORMATION SEE FIGURE C.4
STEP 2: ADD FUEL INSURANCE CONTACT INFORMATION SEE FIGURE C.5
Organizational Process
Application Process
Decision Process

Adding Fuel Information is done in two completely separate tasks. Task 1 is the responsibility of the Concessions Management Department. Task 2 is the responsibility of the Risk Management Department.

TASK 1:

Step 1: The Concessions Management department should add the Fuel Information on the Fuel Info Tab:

Figure C.1 ADDING FUEL INFORMATION



Step 2: The Concessions Management department should add the Fuel Contact information. The Fuel Contact Form can be accessed from the Fuel Info Tab:

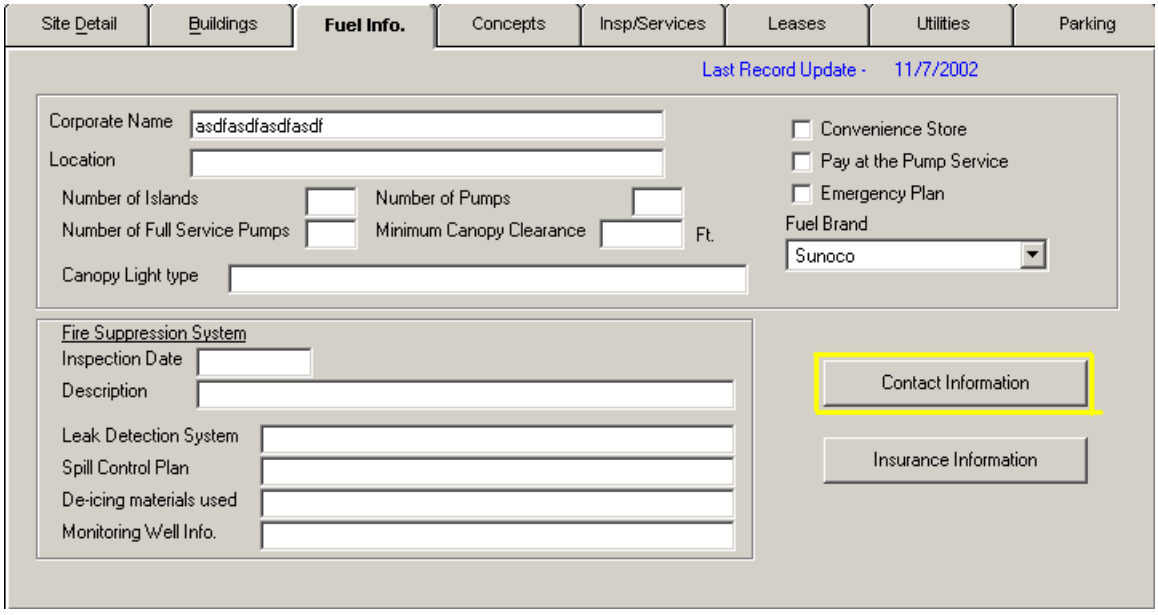
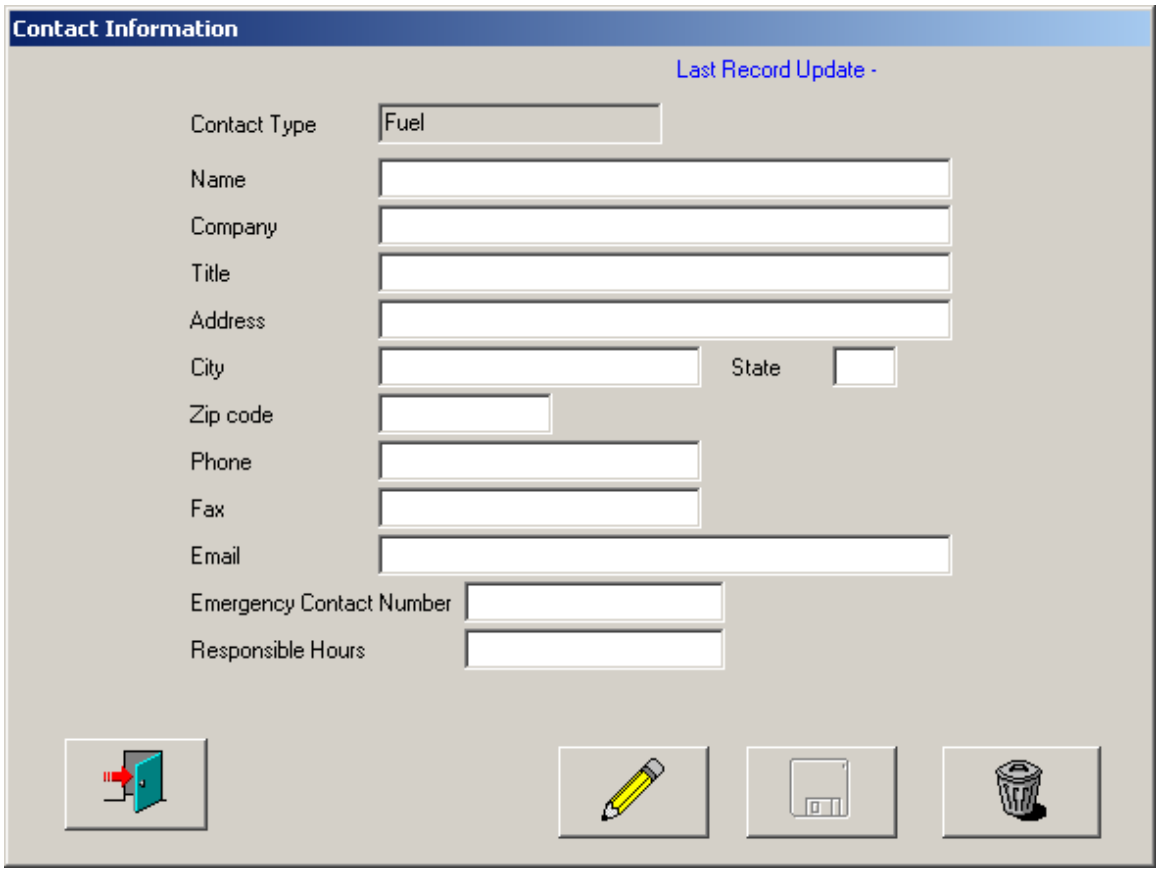


Figure C.2 ADDING FUEL CONTACT INFORMATION



For more details on the CONTACT INFORMATION FORM please refer to Chapter 6: Section A.

If there are Fuel Info Photos then continue with Step 3:

Step 3: The Concessions Management department should add the Fuel Info Photos.

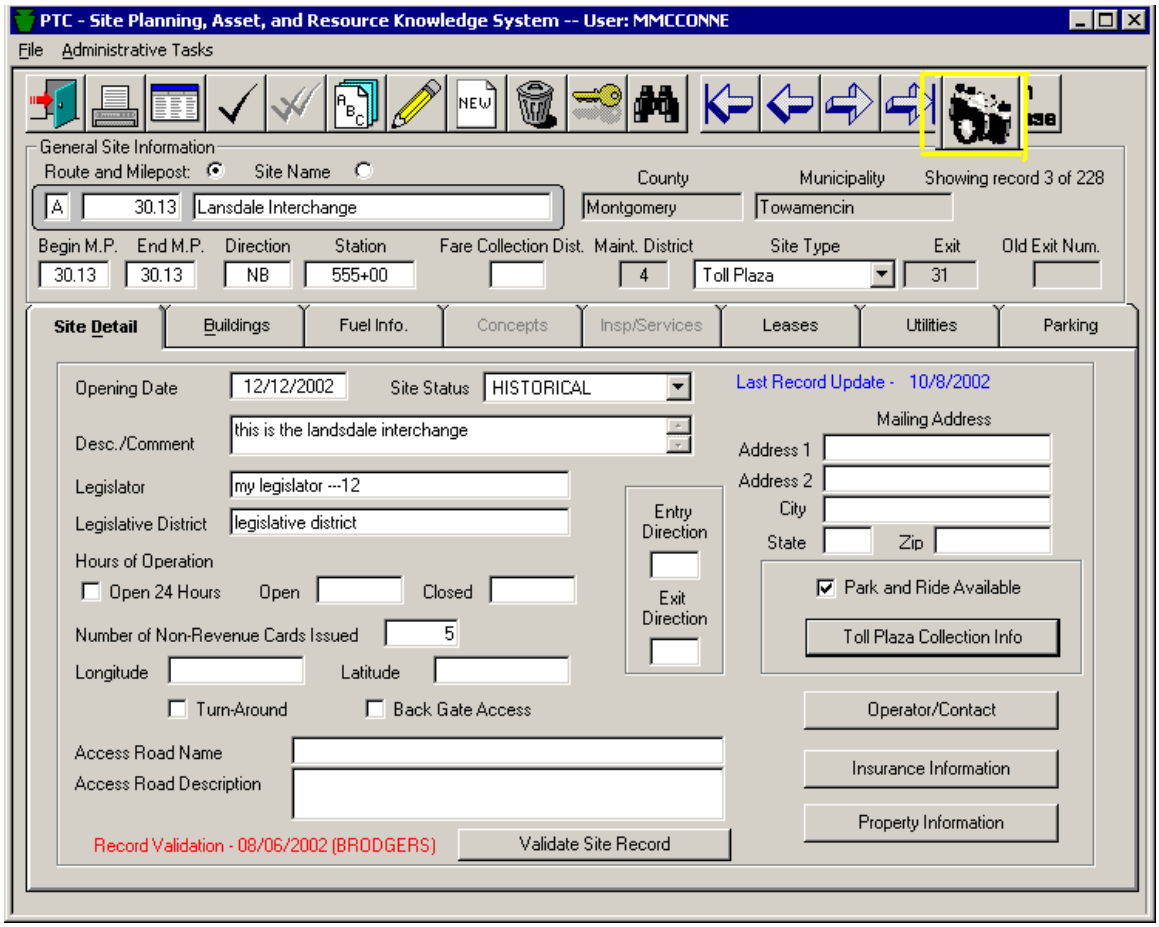
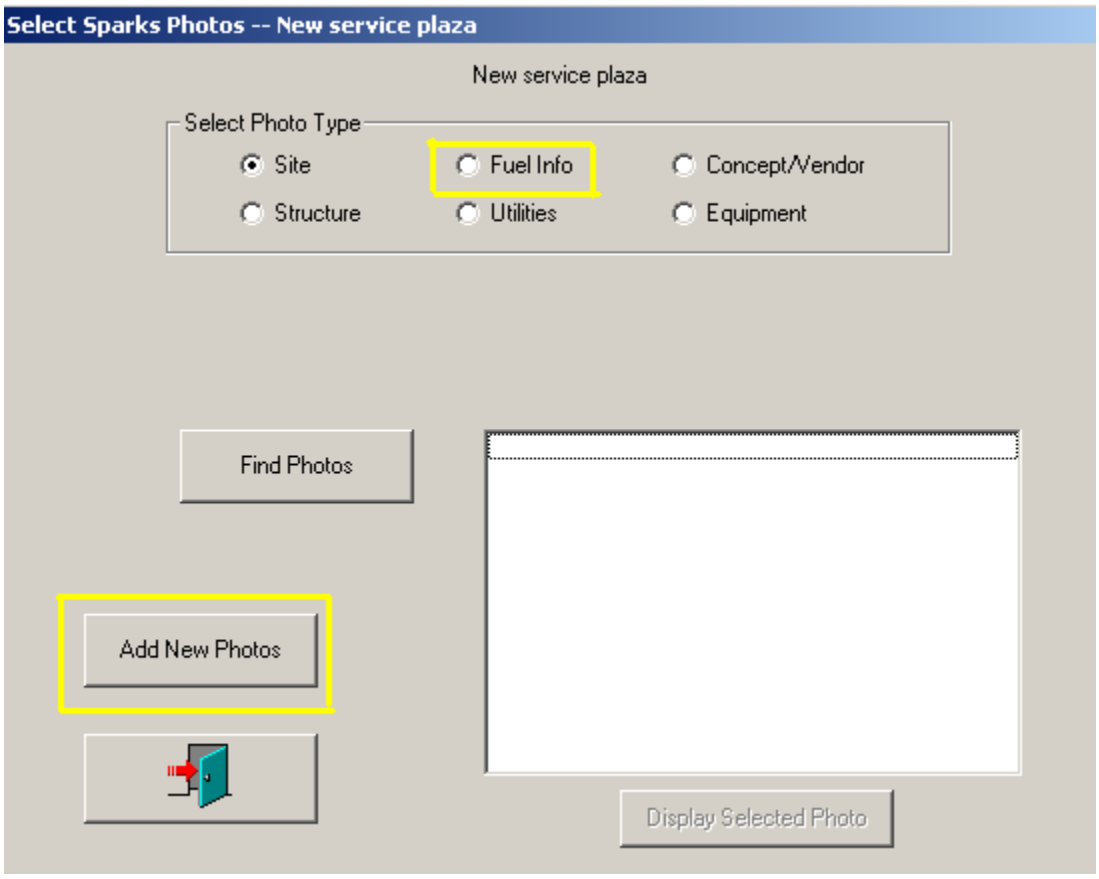


Figure C.3 ADD FUEL INFO PHOTOS



TASK 2:

Step 1: The Risk Management department should add the Fuel Insurance Information. The Fuel Insurance information form can be accessed from the Fuel Tab:

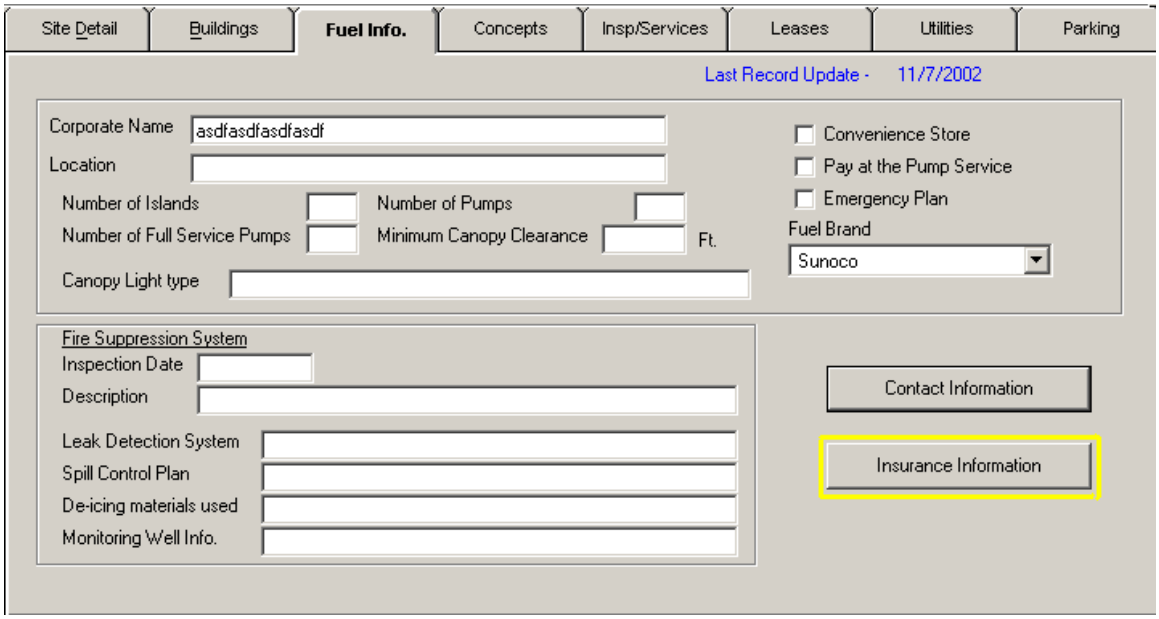
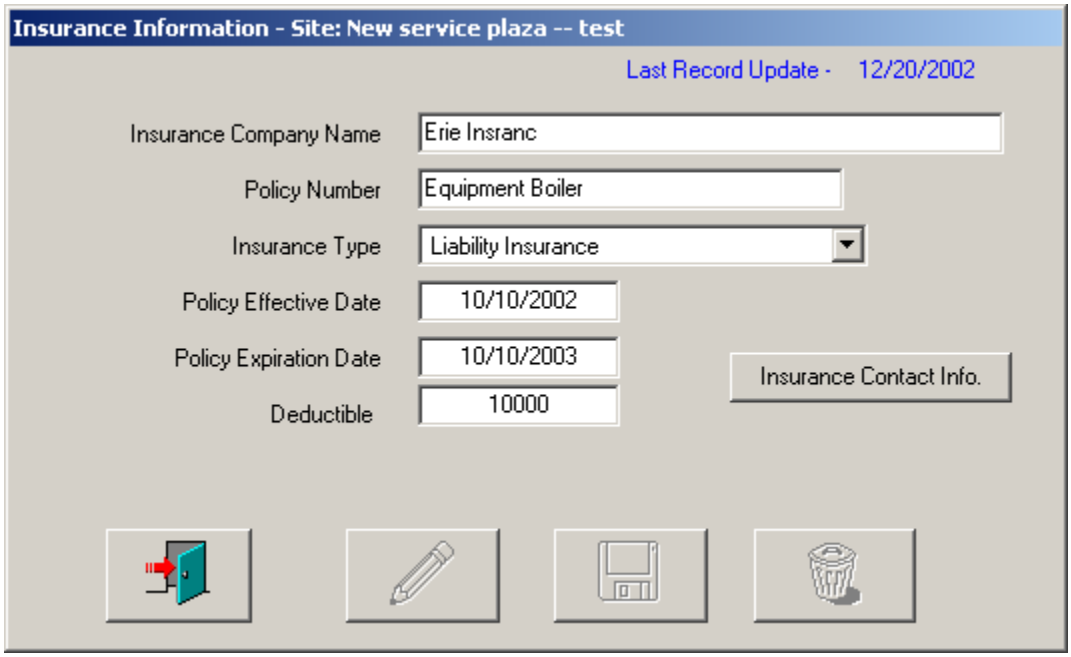


Figure C.4 ADD FUEL INSURANCE INFORMATION



For more details on the INSURANCE INFORMATION FORM please refer to Chapter 6: Section B.

Step 2: The Risk Management department should add the Insurance Contact Information. The Insurance Contact form is accessible from the Fuel Insurance form:

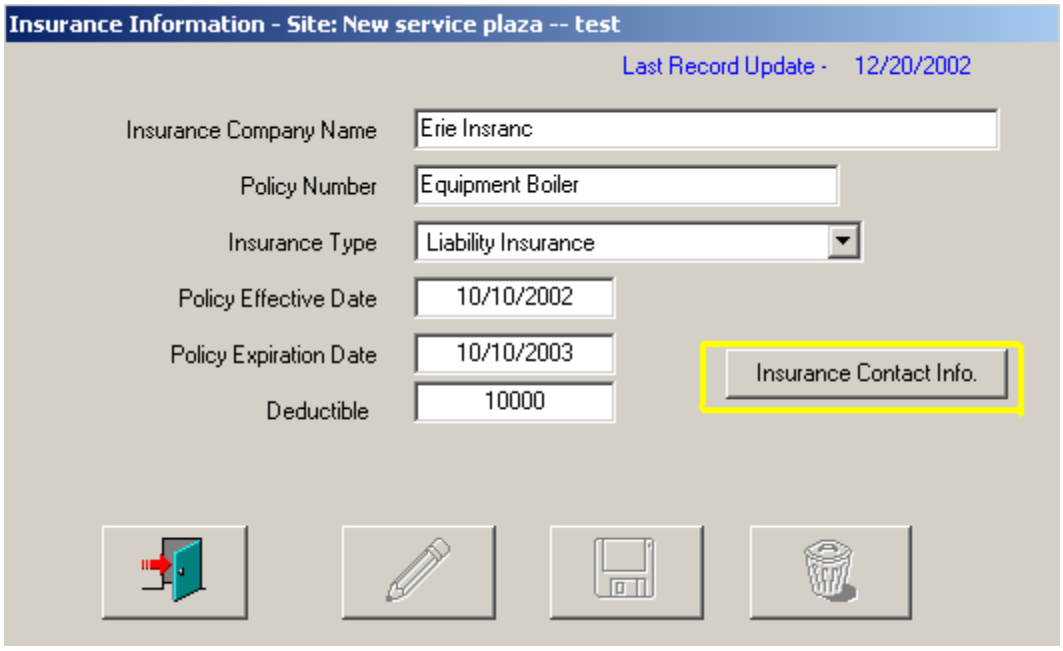
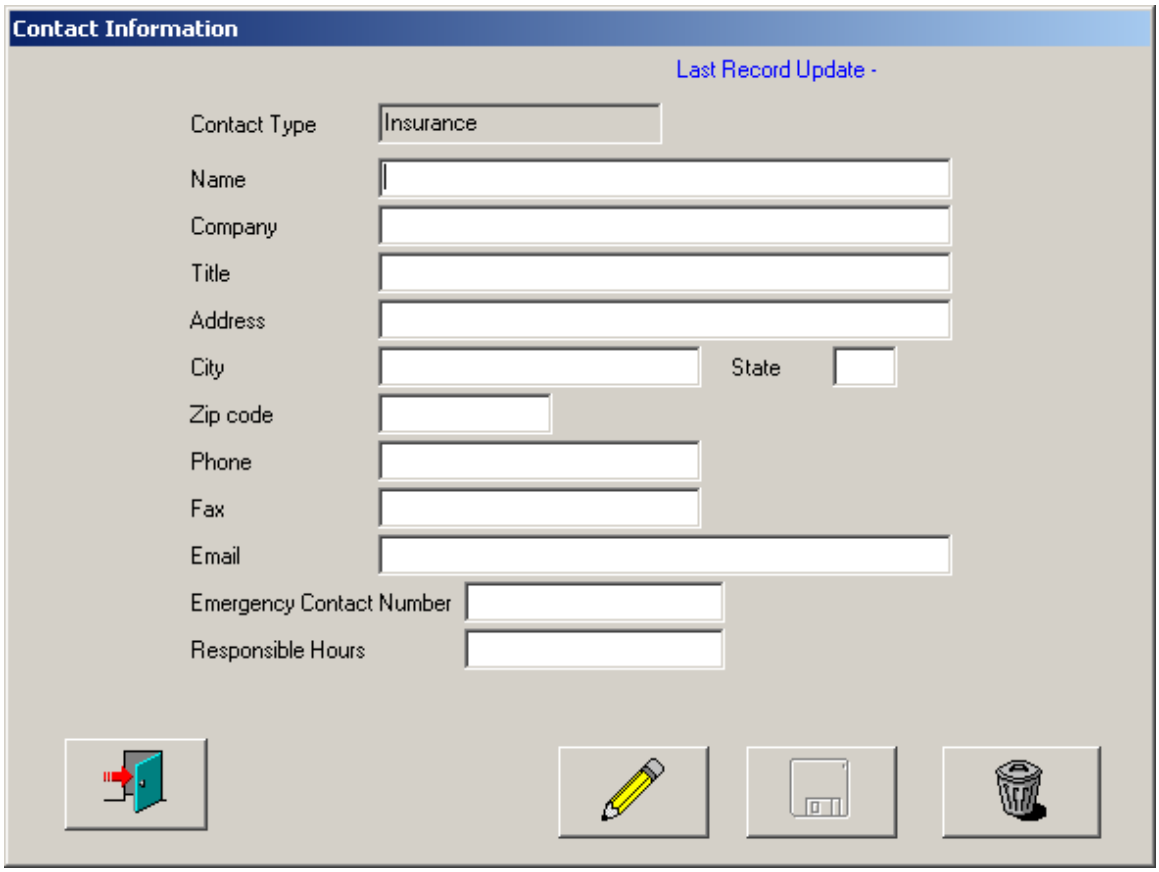


Figure C.5 ADD INSURANCE CONTACT INFORMATION



For more details on the CONTACT INFORMATION FORM please refer to Chapter 6: Section A.

Adding Fuel Info Check List

Task1:

Concessions Management Department:

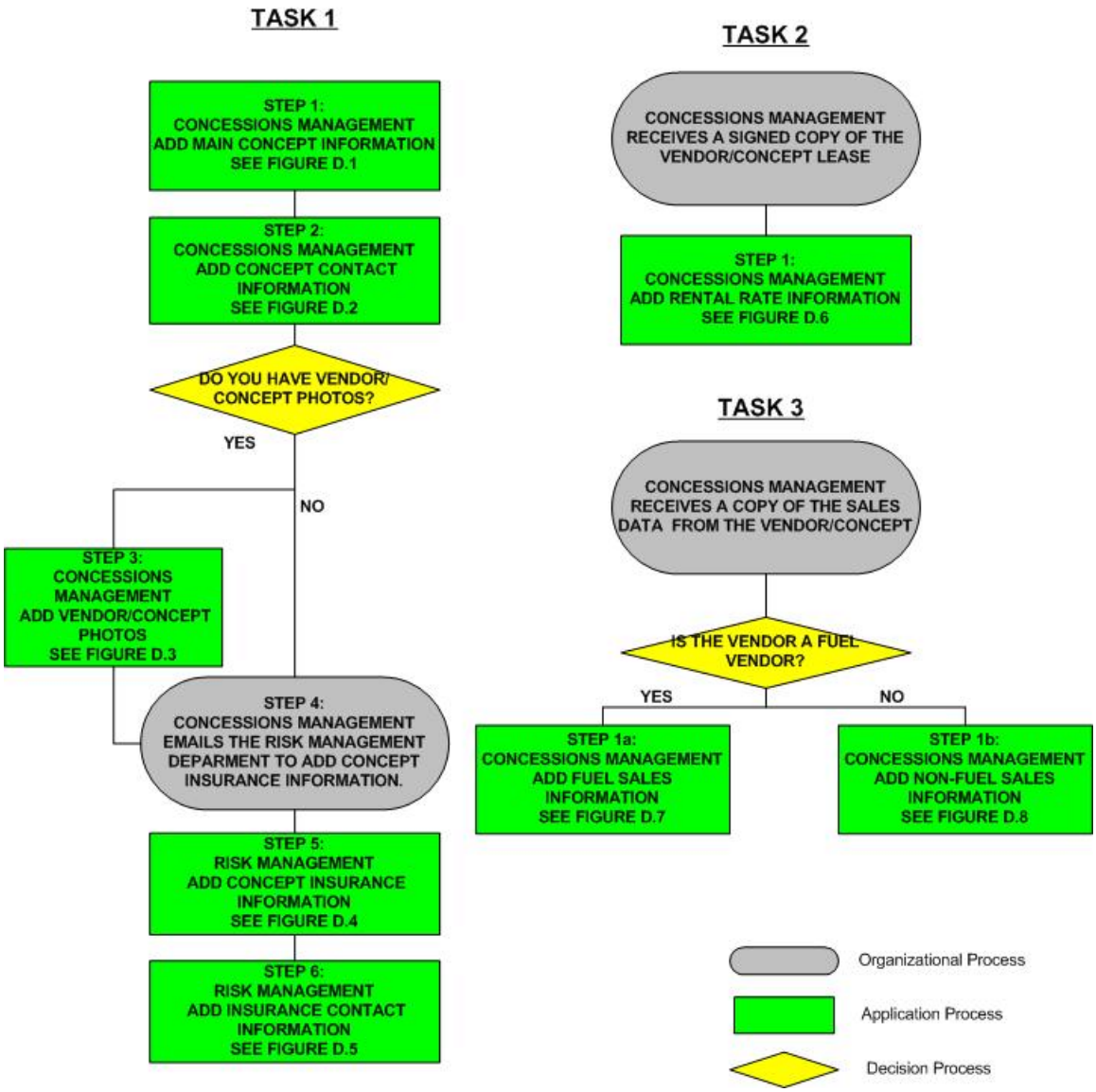
- Add Fuel Info ___
- Add Fuel Contact Info ___
- If there are Fuel Info Photos
    - Add Fuel Info Photos ___

Task 2:

Risk Management Department:

- Add Fuel Insurance Info ___
- Add Fuel Insurance Contact Info ___

D.ADDING CONCEPTS INFORMATION

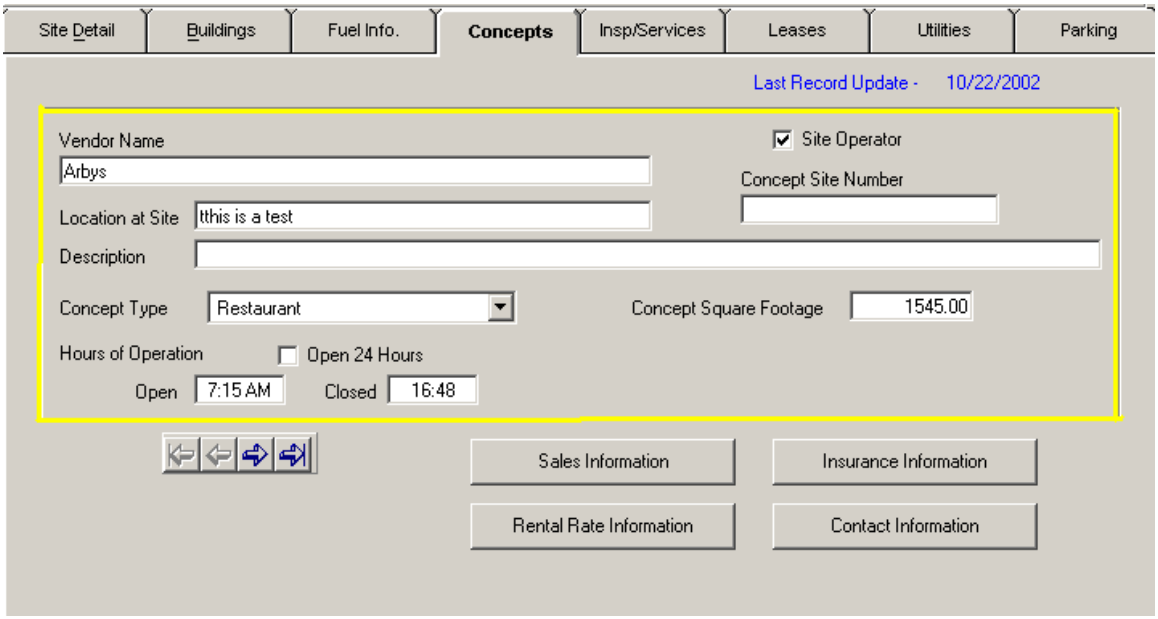

ADD CONCEPTS
TASK 1
STEP 1: CONCESSIONS MANAGEMENT ADD MAIN CONCEPT INFORMATION SEE FIGURE D.1
STEP 2: CONCESSIONS MANAGEMENT ADD CONCEPT CONTACT INFORMATION SEE FIGURE D.2
DO YOU HAVE VENDOR/ CONCEPT PHOTOS?
YES
NO
STEP 3: CONCESSIONS MANAGEMENT ADD VENDOR/CONCEPT PHOTOS SEE FIGURE D.3
STEP 4: CONCESSIONS MANAGEMENT EMAILS THE RISK MANAGEMENT DEPARMENT TO ADD CONCEPT INSURANCE INFORMATION.
STEP 5: RISK MANAGEMENT ADD CONCEPT INSURANCE INFORMATION SEE FIGURE D.4
STEP 6: RISK MANAGEMENT ADD INSURANCE CONTACT INFORMATION SEE FIGURE D.5
TASK 2
CONCESSIONS MANAGEMENT RECEIVES A SIGNED COPY OF THE VENDOR/CONCEPT LEASE
STEP 1: CONCESSIONS MANAGEMENT ADD RENTAL RATE INFORMATION SEE FIGURE D.6
TASK 3
CONCESSIONS MANAGEMENT RECEIVES A COPY OF THE SALES DATA FROM THE VENDOR/CONCEPT
IS THE VENDOR A FUEL VENDOR?
YES
NO
STEP 1a: CONCESSIONS MANAGEMENT ADD FUEL SALES INFORMATION SEE FIGURE D.7
STEP 1b: CONCESSIONS MANAGEMENT ADD NON-FUEL SALES INFORMATION SEE FIGURE D.8
Organizational Process
Application Process
Decision Process

Adding Concepts Information is done in three completely separate tasks. **Task 1** can be completed upon learning the vendors/concepts that will be part of the service plaza record. **Task 2** can be completed upon receiving a copy of the signed lease agreement from the vendor/concept. **Task 3** can be completed upon receiving the sales reports from the vendor/concepts.

TASK 1:

Step 1: The Concessions Management department should add the Vendor/Concepts information for each vendor/concept:

Figure D.1 ADD MAIN CONCEPT INFORMATION



Step 2: The Concessions Management Department should enter the Vendor/Concept Contact Information for each Vendor/Concept. The Vendor/Concept Contact Information form is accessible from the Concepts Tab:

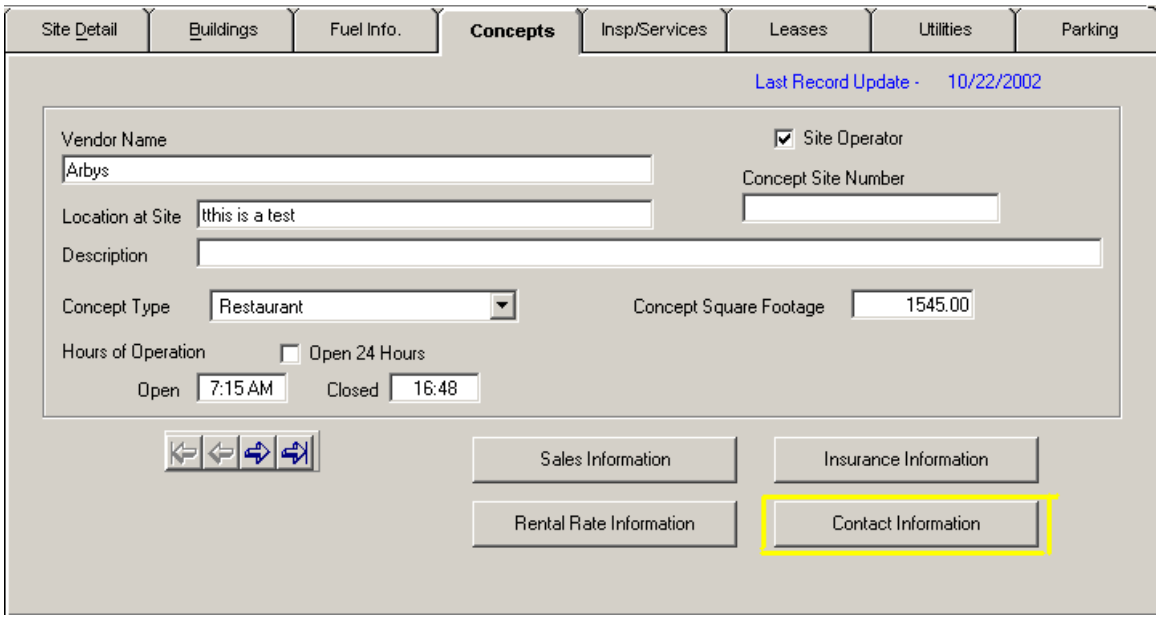
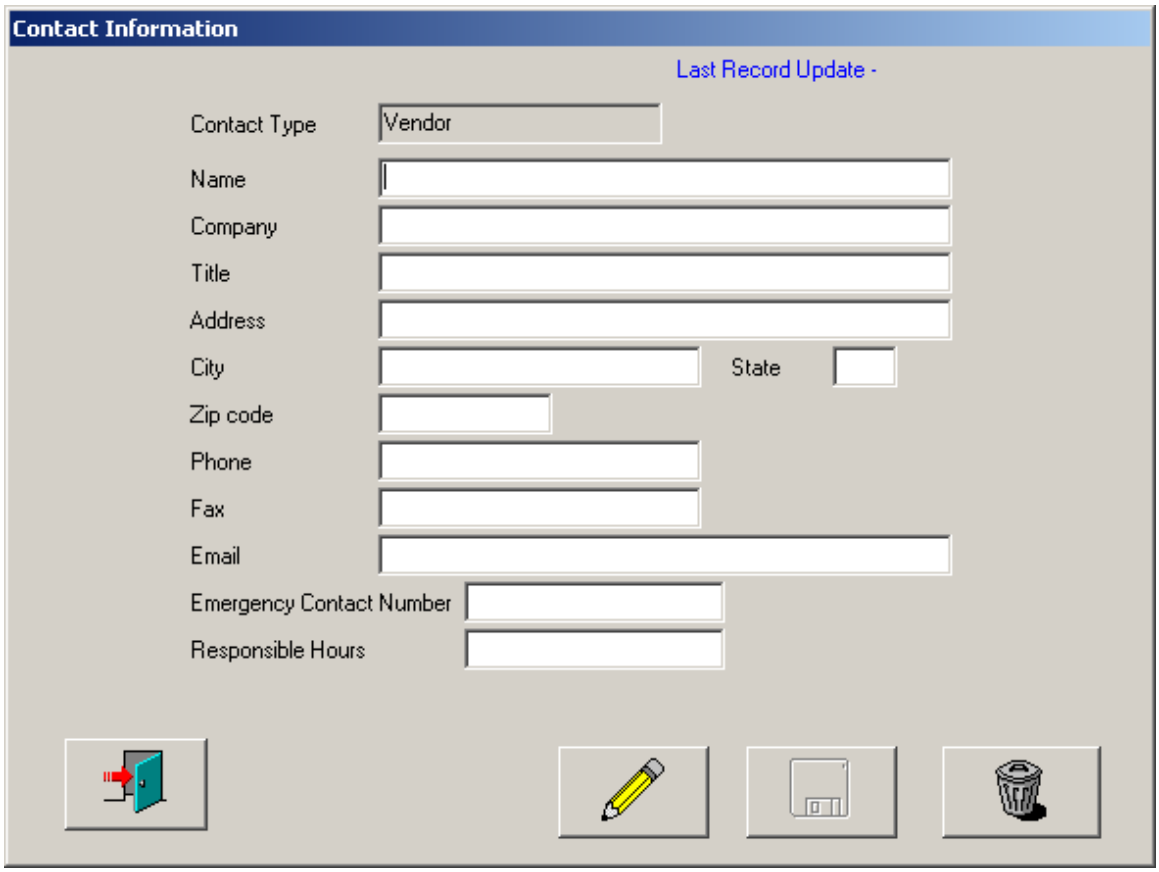


Figure D.2 ADD VENDOR/CONCEPT CONTACT INFORMATION



If there are Vendor/Concept Photos then continue with Step 3:

Step 3: The Concessions Management department should add the Vendor/Concept Photos.

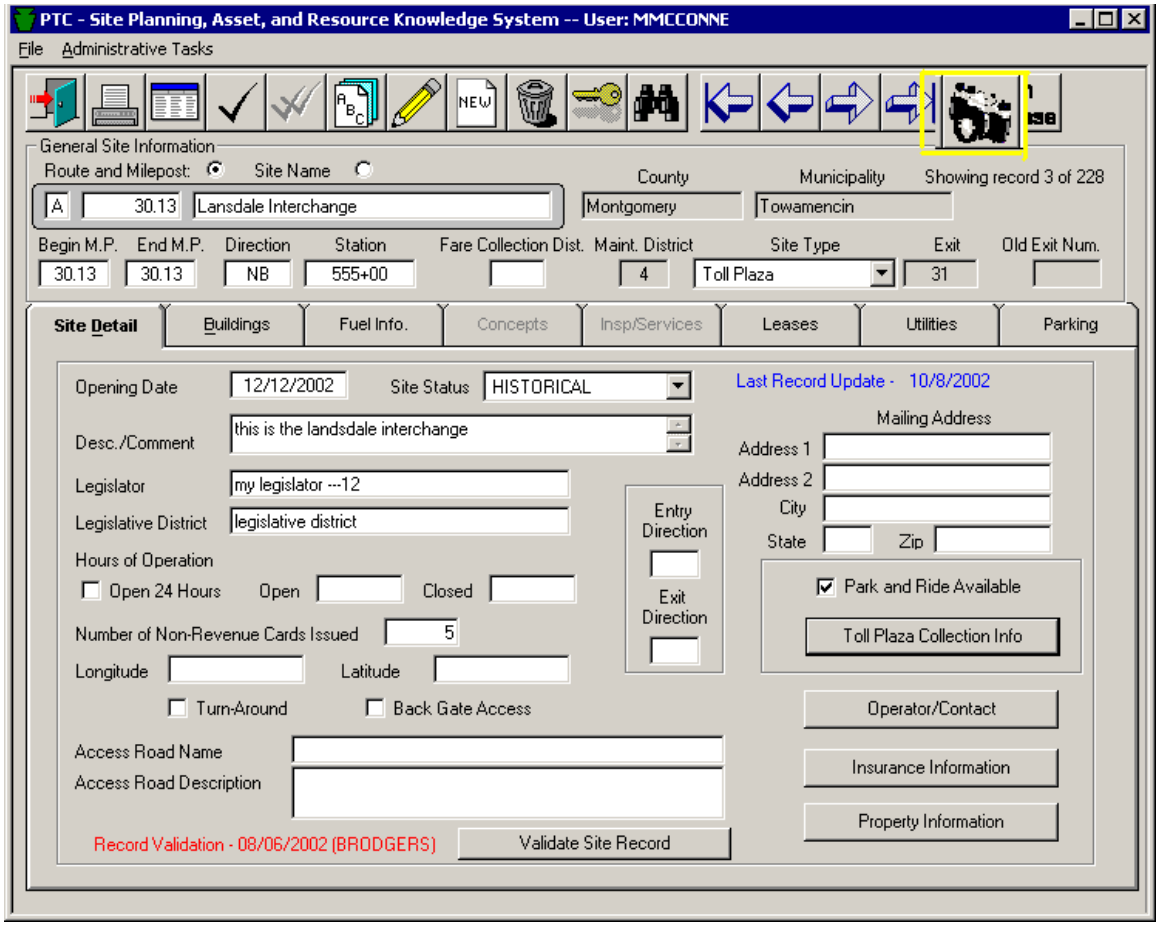
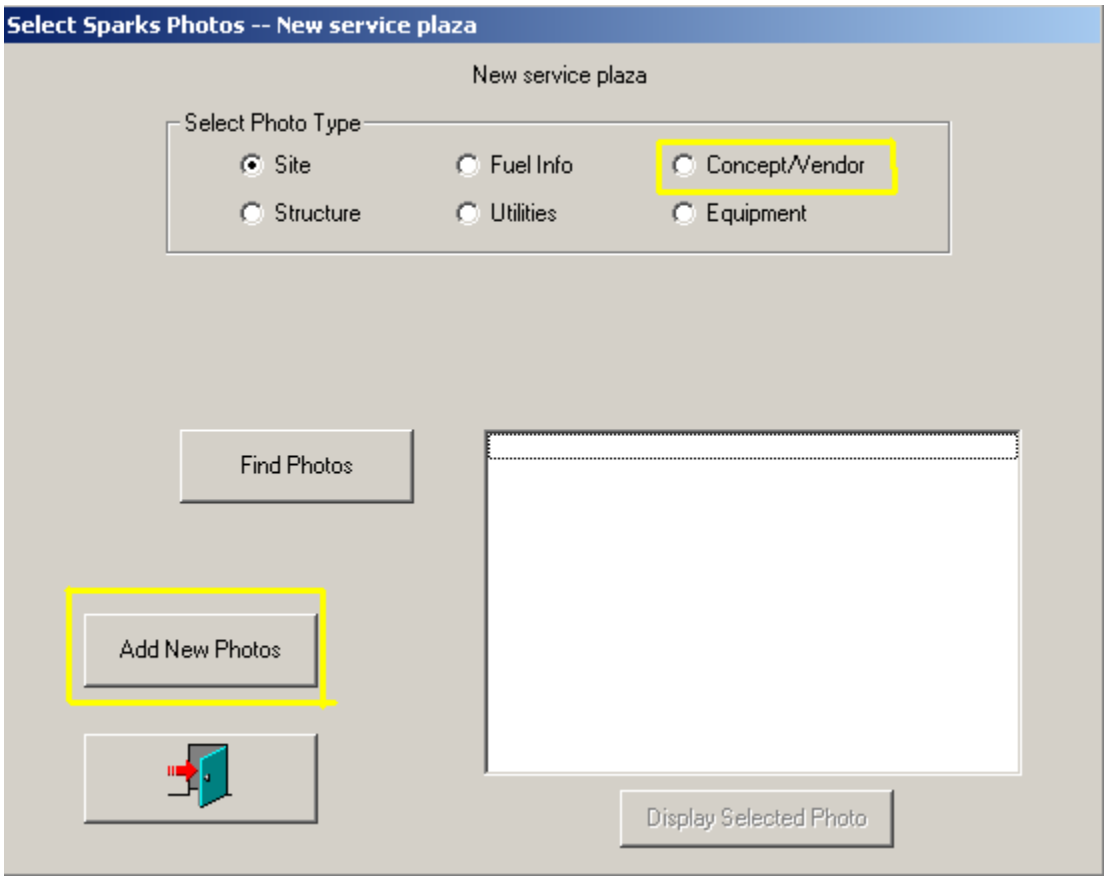


Figure D.3 ADD VENDOR/CONCEPT PHOTOS:



Step 4: The Concessions Management Department should contact the Risk Management department via electronic mail to inform them that they can add the Vendor/Concept Insurance Information. The following Site information should be included in the email:

- Route
- Begin Milepost
- End Milepost
- Site Name

Step 5: Upon receiving the email from the Concessions Management Department the Risk Management department should add the Vendor/Concept Insurance Information for each Vendor/Concept. The Vendor/Concept Insurance Information form is accessible from the Concepts tab:

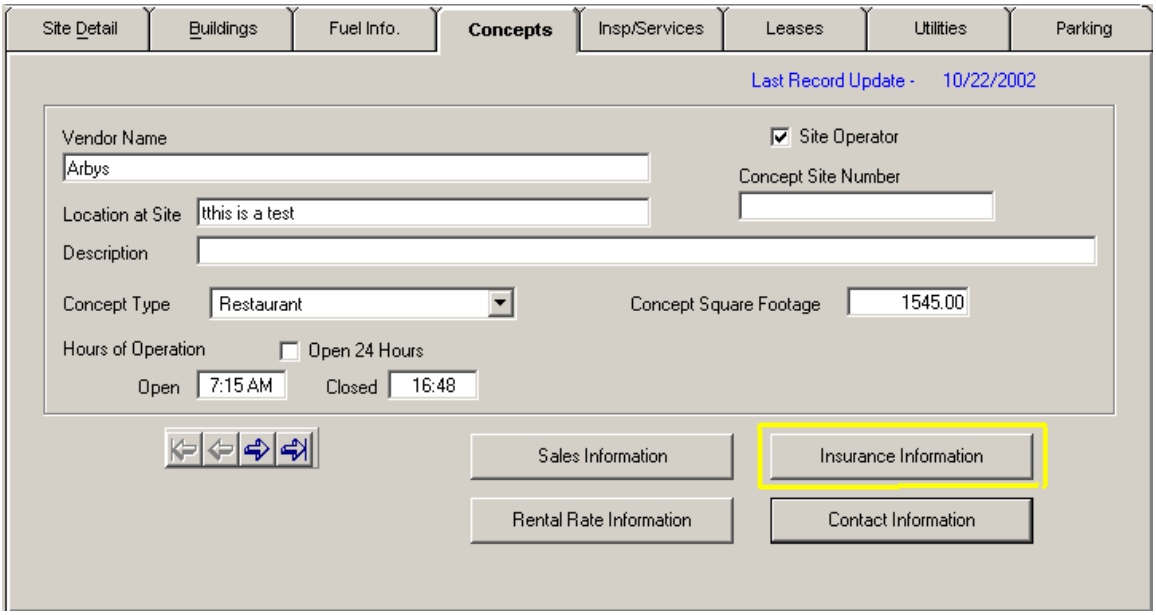
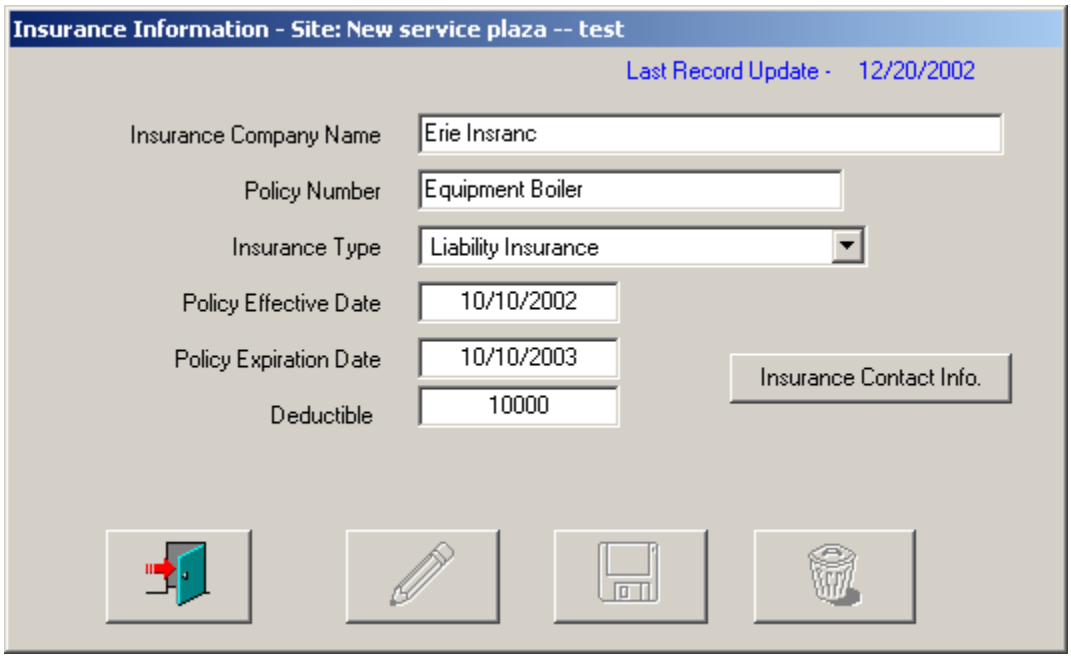


Figure D.4 ADDING VENDOR/CONCEPT INSURANCE INFORMATION



For more details on the INSURANCE INFORMATION FORM please refer to Chapter 6: Section B.

Step 6: The Risk Management department should add the Vendor/Concept Insurance Contact Information for each Vendor/Concept. The Insurance Contact form is accessible from the Vendor/Concept Insurance form:

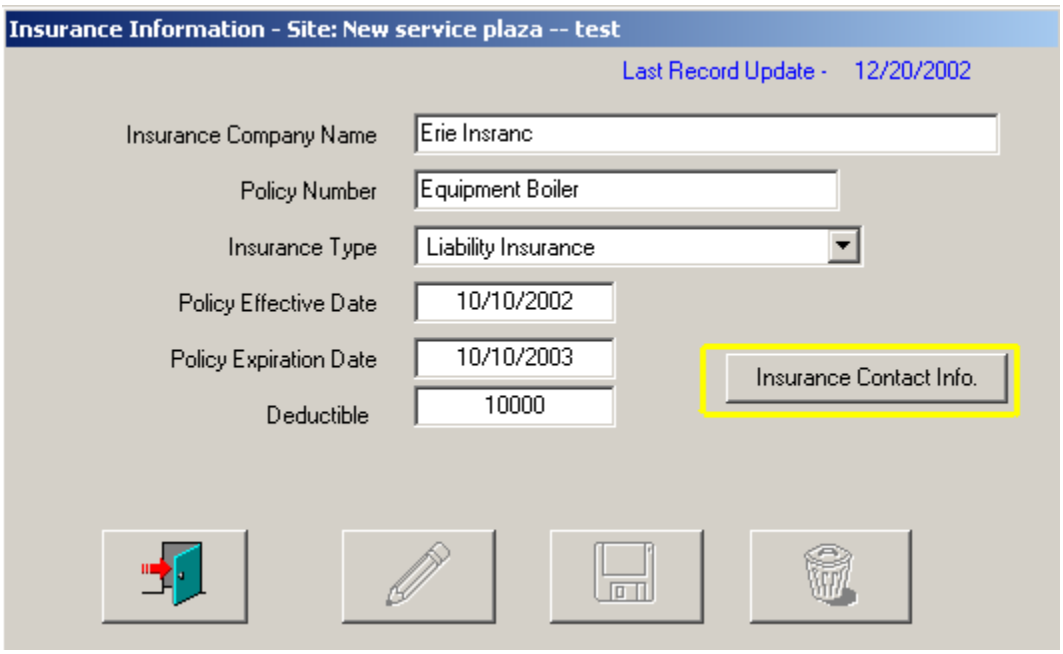
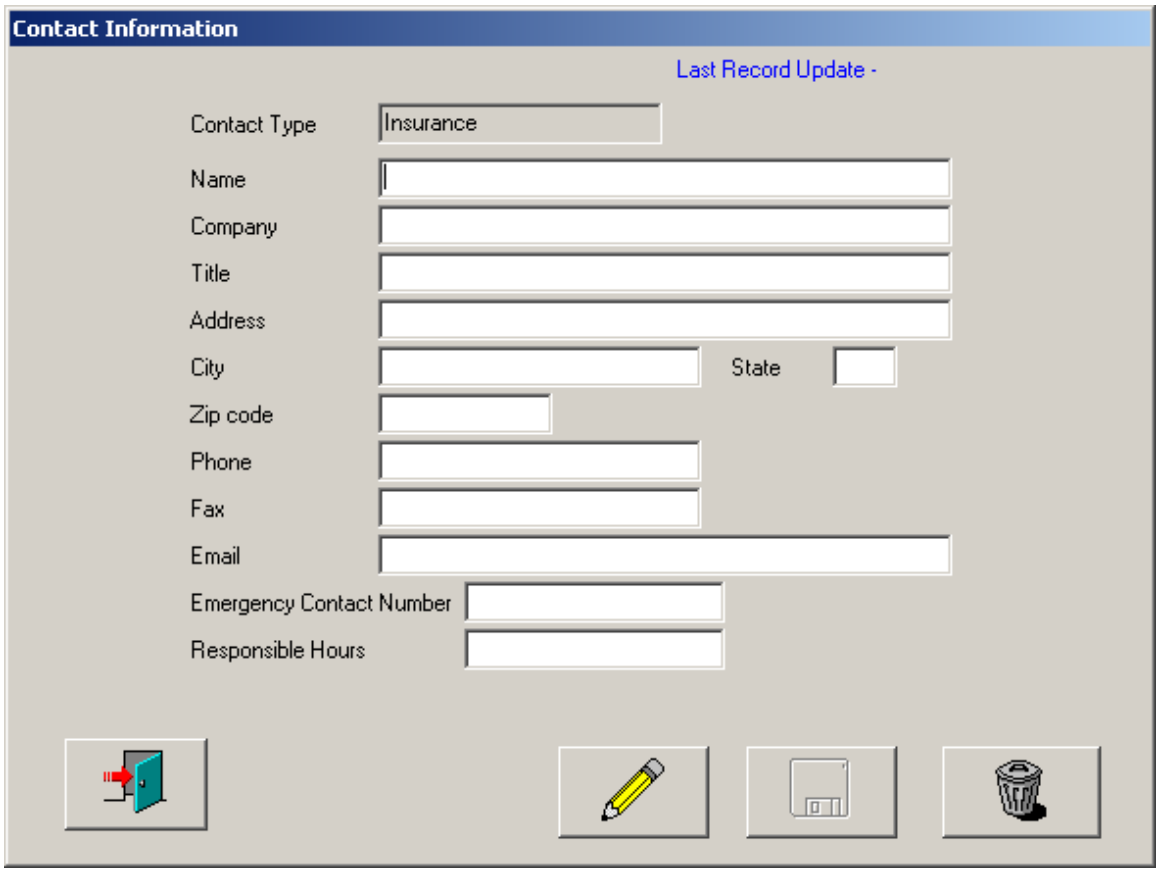


Figure D.5 ADDING VENDOR/CONCEPT INSURANCE CONTACT INFO



For more details on the CONTACT INFORMATION FORM please refer to Chapter 6: Section A.

TASK 2:

Step1: Upon receiving a copy of the signed Vendor/Concept Lease the Concessions Management department should add the Rental Rate Information for each Vendor/Concept. The Rental Rate Information Form is accessible from the Concepts Tab:

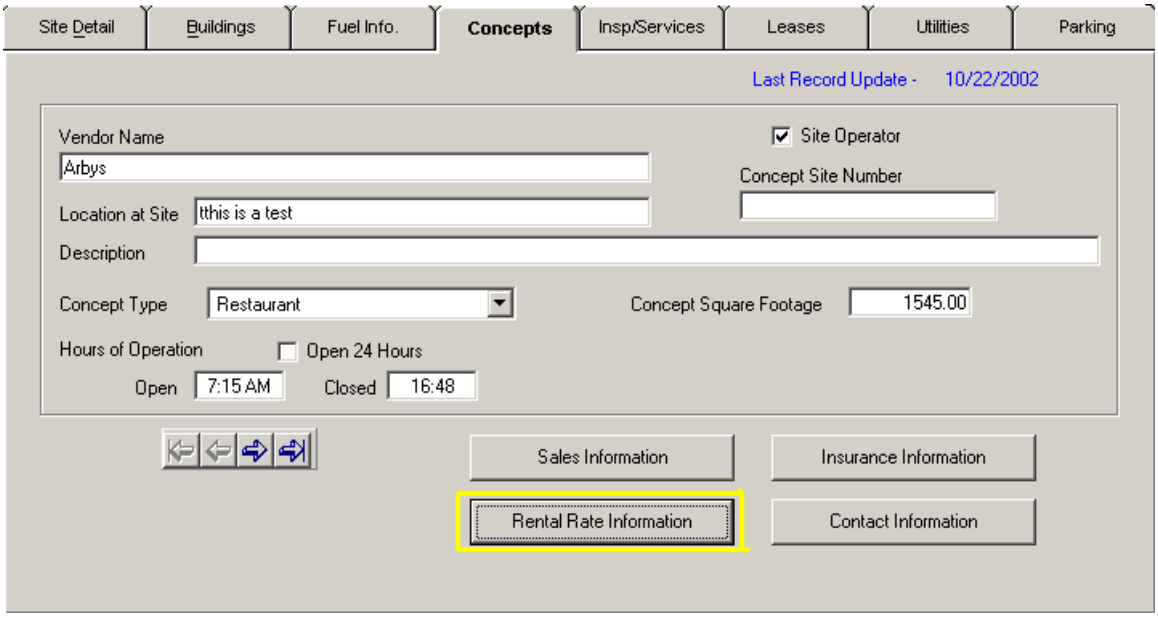
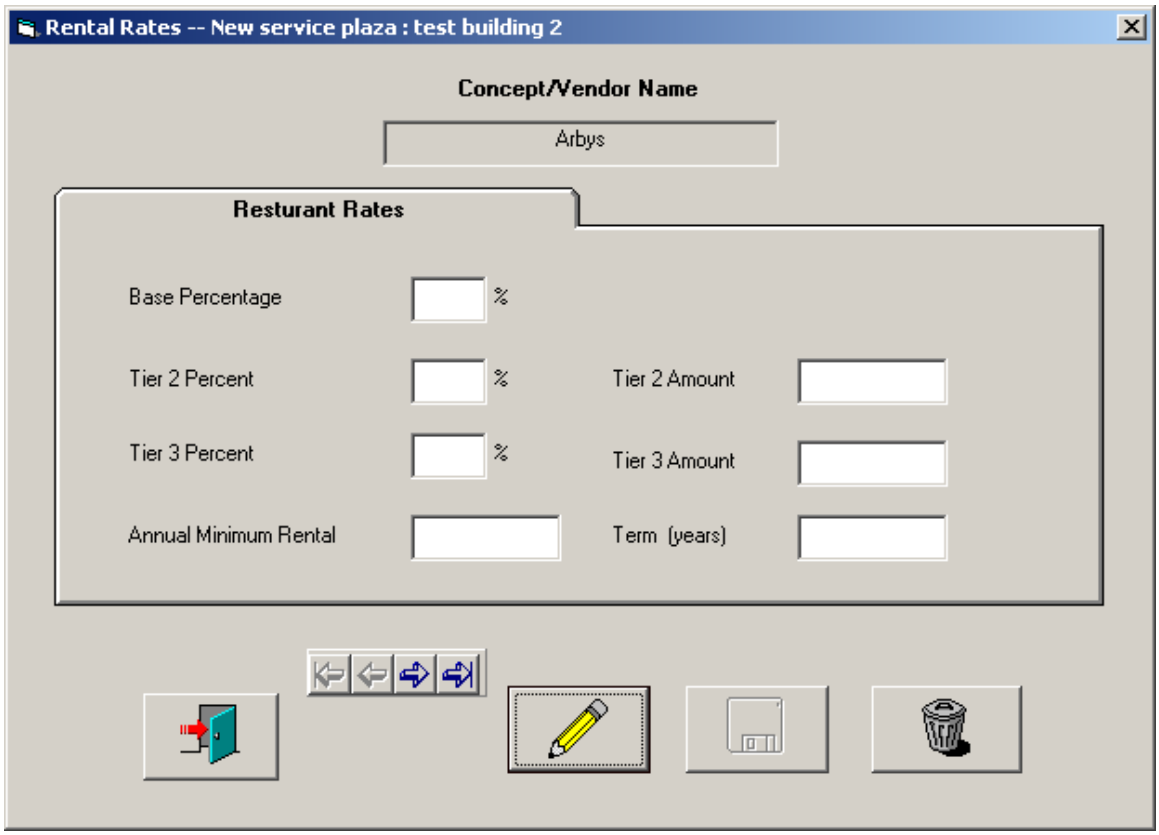


Figure D.6 ADDING RENTAL RATE INFORMATION



For more details on the RENTAL RATE INFORMATION FORM please refer to Chapter 6: Section J.

TASK 3:

If the vendor is a Fuel Vendor then continue with Step 1a:

Step1a: Upon receiving a copy of the Vendor/Concept Sales data the Concessions Management department should add the Sales Information for each Vendor/Concept. The Sales Information Form is accessible from the Concepts Tab:

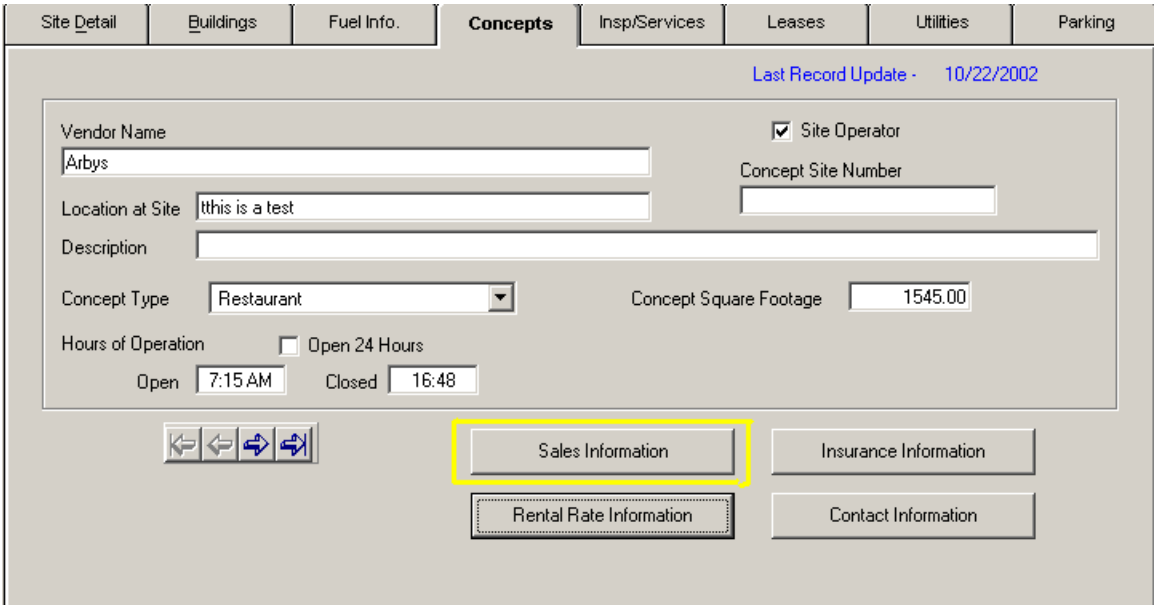
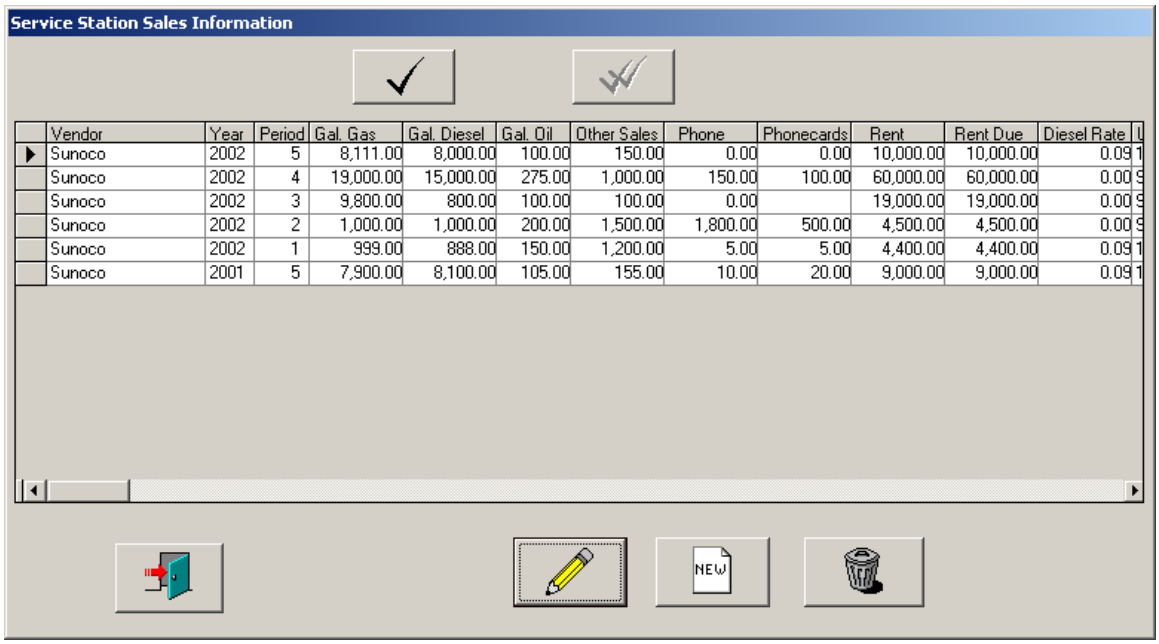


Figure D.7 ADD FUEL SALES INFORMATION



For more details on the SALES INFORMATION FORM please refer to Chapter 6: Section I.

If the vendor is a Fuel Vendor then continue with Step 1b:

Step1b: Upon receiving a copy of the Vendor/Concept Sales data, the Concessions Management department should add the Sales Information for each Vendor/Concept. The Sales Information Form is accessible from the Concepts Tab:

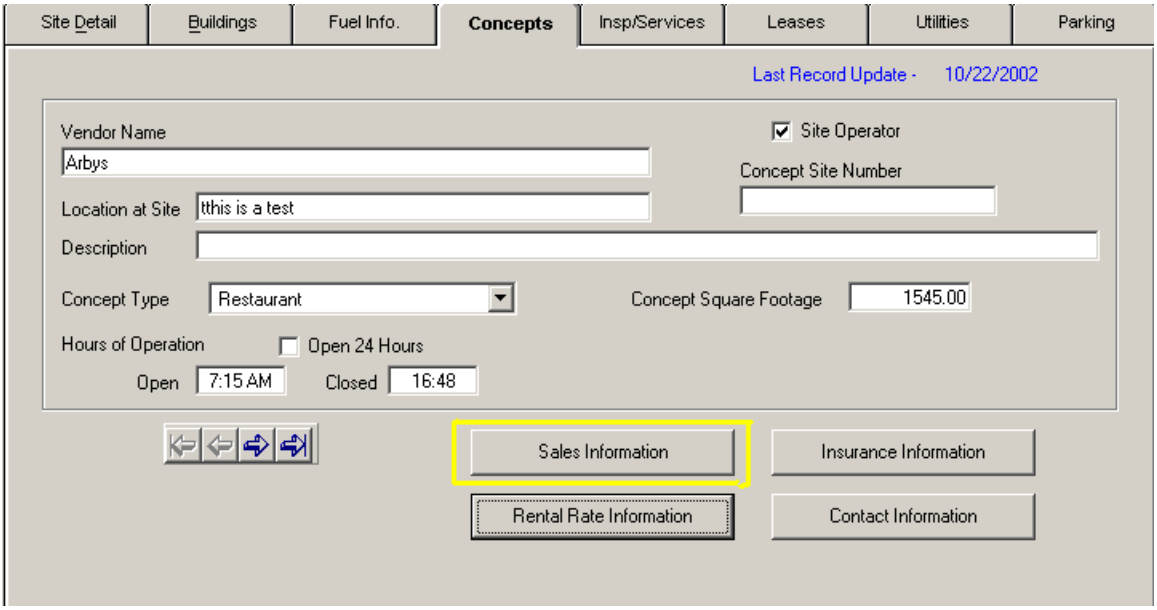
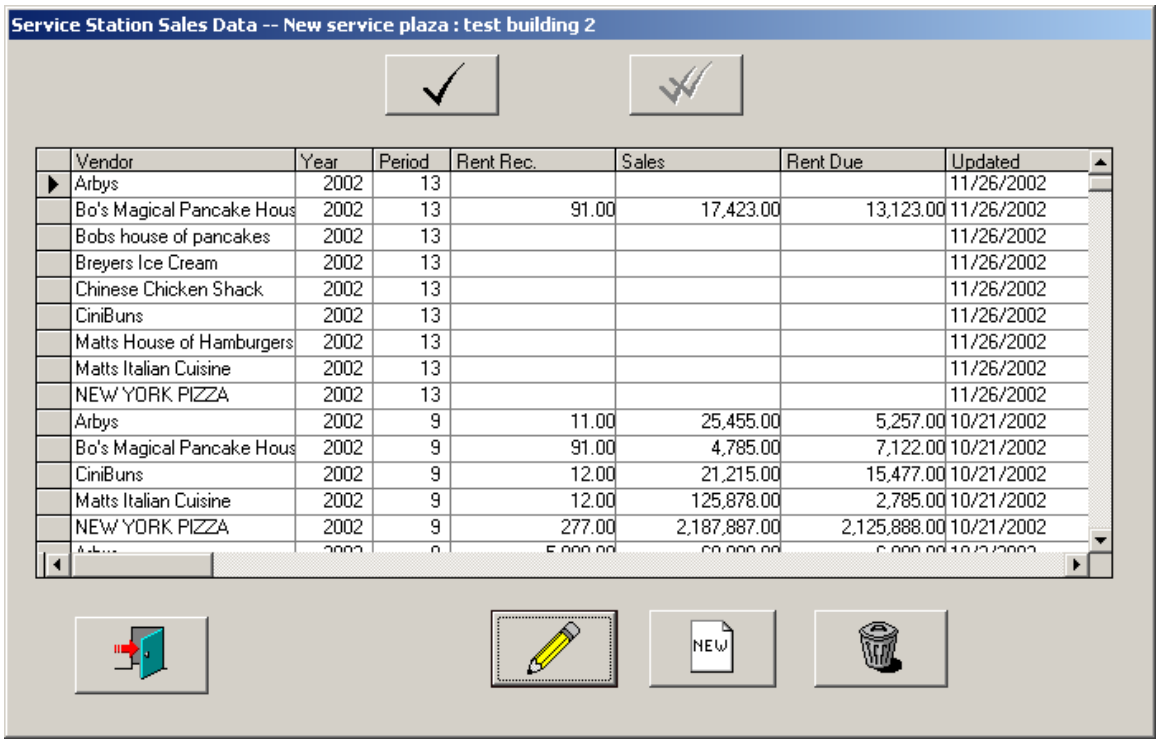


Figure D.8 ADDING NON-FUEL SALES INFORMATION



Vendor	Year	Period	Rent Rec.	Sales	Rent Due	Updated
Arbys	2002	13				11/26/2002
Bo's Magical Pancake Hous	2002	13	91.00	17,423.00	13,123.00	11/26/2002
Bobs house of pancakes	2002	13				11/26/2002
Breyers Ice Cream	2002	13				11/26/2002
Chinese Chicken Shack	2002	13				11/26/2002
CiniBuns	2002	13				11/26/2002
Matts House of Hamburgers	2002	13				11/26/2002
Matts Italian Cuisine	2002	13				11/26/2002
NEW YORK PIZZA	2002	13				11/26/2002
Arbys	2002	9	11.00	25,455.00	5,257.00	10/21/2002
Bo's Magical Pancake Hous	2002	9	91.00	4,785.00	7,122.00	10/21/2002
CiniBuns	2002	9	12.00	21,215.00	15,477.00	10/21/2002
Matts Italian Cuisine	2002	9	12.00	125,878.00	2,785.00	10/21/2002
NEW YORK PIZZA	2002	9	277.00	2,187,887.00	2,125,888.00	10/21/2002

For more details on the SALES INFORMATION FORM please refer to Chapter 6: Section I.

Adding Concept Info Check List:

Task 1:

Concessions Management Department:

- Add Main Vendor/Concept Info ___
- Add Vendor/Concept Contact Info ___
- Email Risk Management to add Vendor/Concept Insurance ___
- If there are Vendor/Concept Photos
    - Add Vendor/Concept Photos ___

Risk Management Department:

- Add Vendor/Concept Insurance Info ___
- Add Vendor/Concept Insurance Contact Info ___

Task 2:

Concessions Management Department:

- Add Rental Rate Info ___

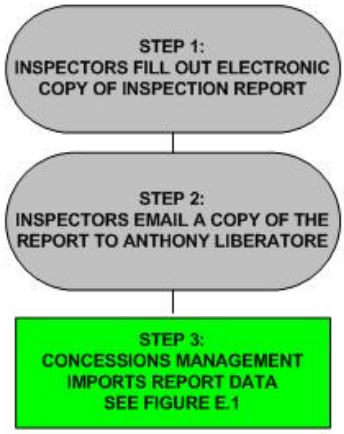
Task 3:

Concessions Management Department:

- If the Vendor/Concept is a Fuel Vendor
    - Add Fuel Sales Info ___
- If the Vendor/Concept is a Non-Fuel Vendor
    - Add Non-Fuel Sales Info ___

E. INSPECTIONS AND ADDING SERVICES

IMPORT INSPECTION INFORMATION


STEP 1:
INSPECTORS FILL OUT ELECTRONIC COPY OF INSPECTION REPORT
STEP 2:
INSPECTORS EMAIL A COPY OF THE REPORT TO ANTHONY LIBERATORE
STEP 3:
CONCESSIONS MANAGEMENT IMPORTS REPORT DATA
SEE FIGURE E.1

Step 1: The Inspectors will fill out an electronic version of one of inspection reports. For examples of the Reports please refer to Appendix A: Inspection Reports Examples.

Step 2: The Inspectors will email a copy of the report to Anthony Liberatore.

Step 3: Concessions Management Imports Inspection data into the SPARKS application. The Inspection Import is accessible from the Insp/Services Tab:

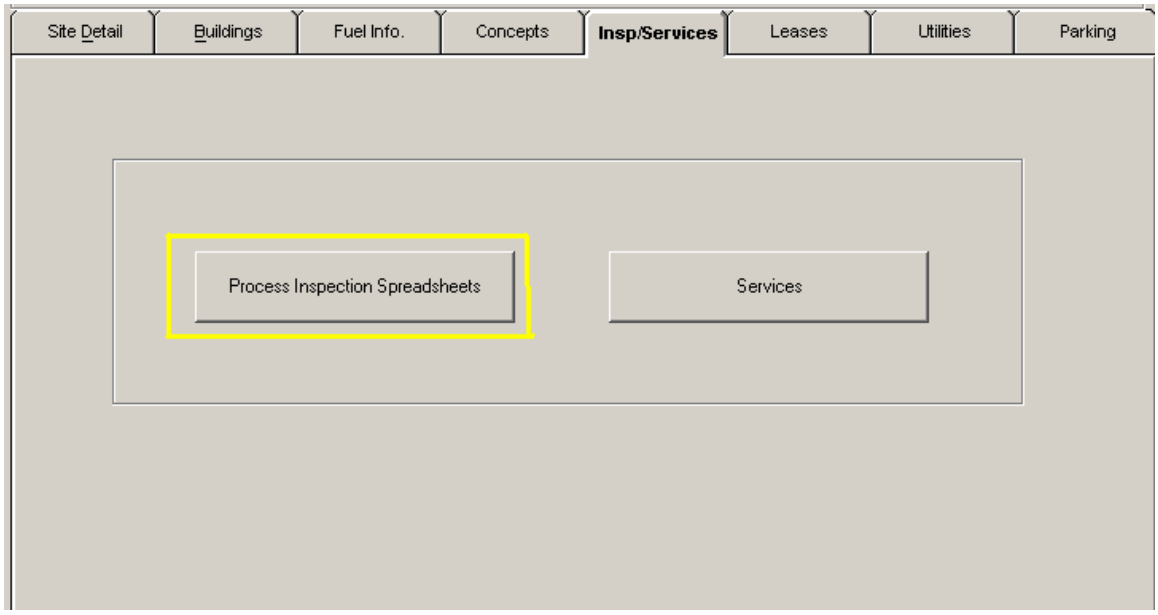
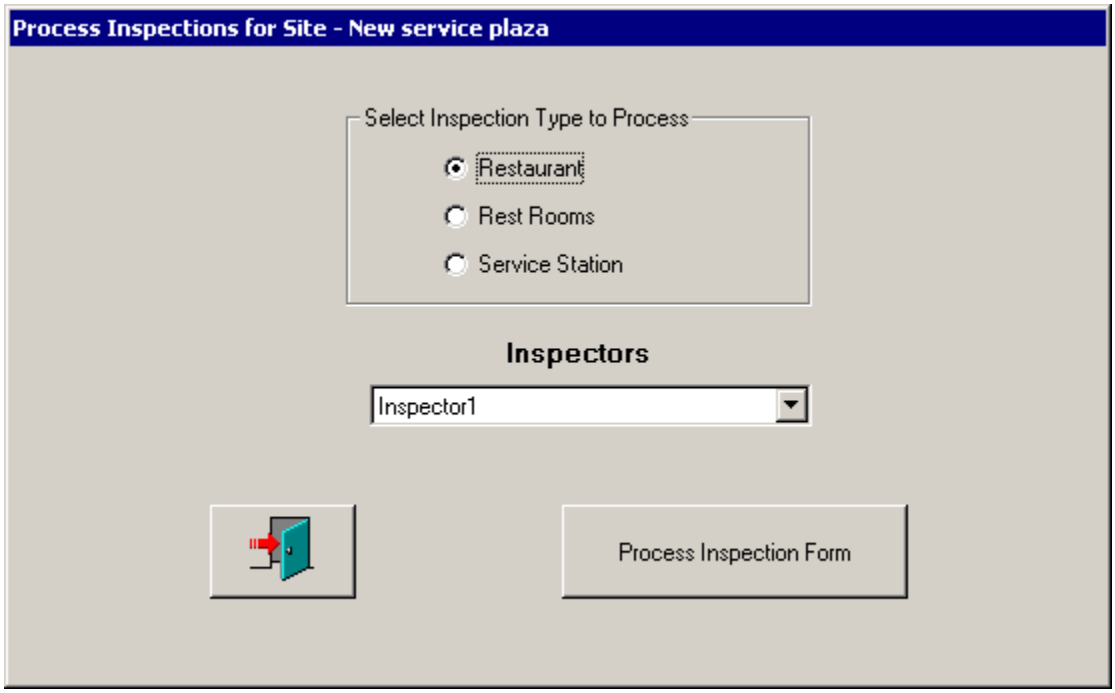


Figure E.1 PROCESS INSPECTIONS



For more details on the PROCESS INSPECTIONS FORM please refer to Chapter 6: Section K.

Inspections Check List:

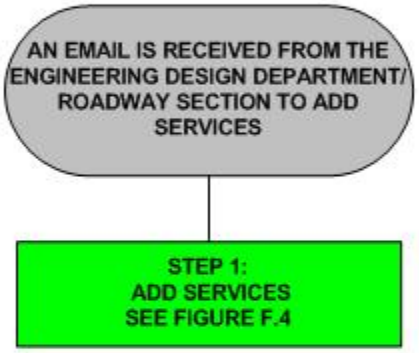
Inspectors:

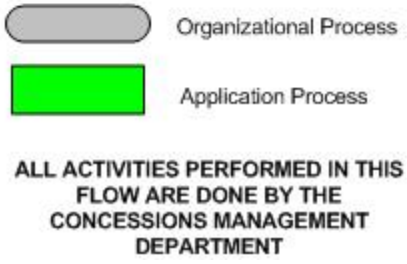
- Fill out Electronic Copy of Inspection Report ___
- Email a copy of the report to Anthony Liberatore ___

Concessions Management Department:

- Import Report Data ___

ADD SERVICES


AN EMAIL IS RECEIVED FROM THE ENGINEERING DESIGN DEPARTMENT/ ROADWAY SECTION TO ADD SERVICES
STEP 1:
ADD SERVICES
SEE FIGURE F.4


Organizational Process
Application Process
ALL ACTIVITIES PERFORMED IN THIS FLOW ARE DONE BY THE CONCESSIONS MANAGEMENT DEPARTMENT

Step 1: Upon receiving an email from the Engineering Design Department: Roadway Section, the Concessions Management should add the Services information. The services information form is accessible from the Insp/Services Tab:

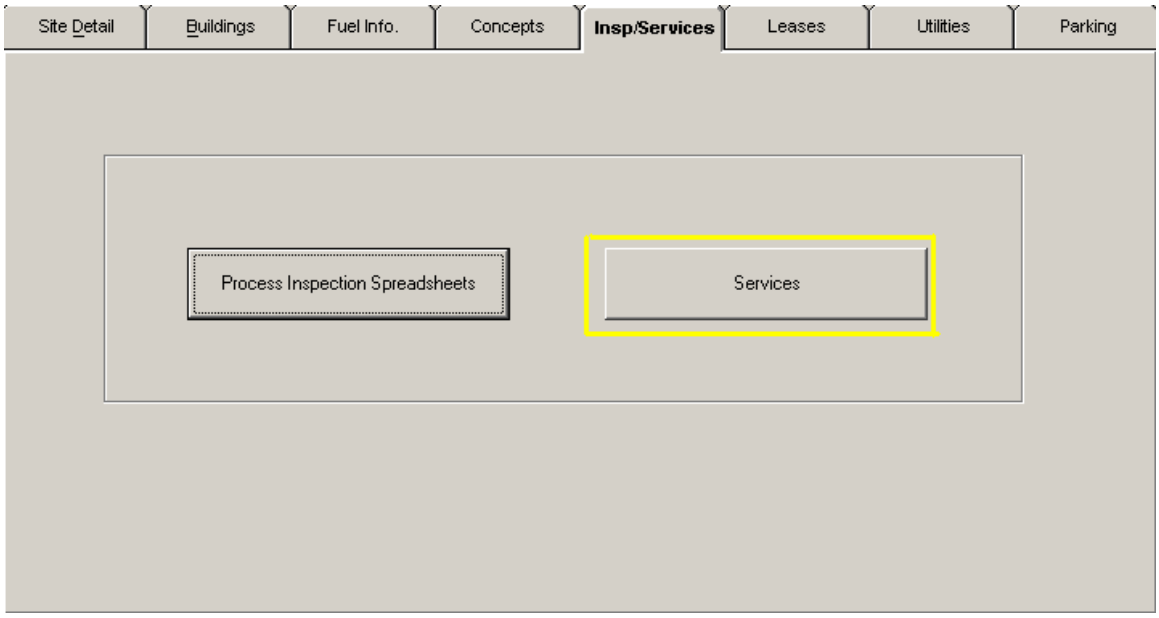
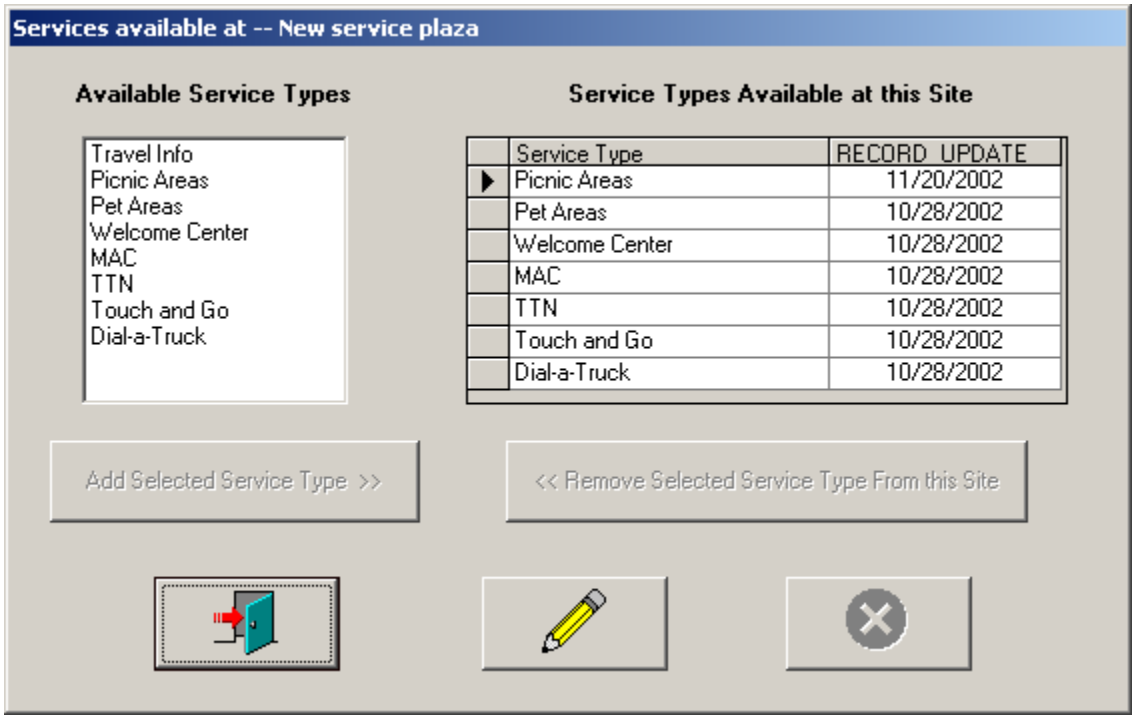


Figure E.4 ADDING SERVICES



For more details on the SERVICES FORM please refer to Chapter 6: Section L.

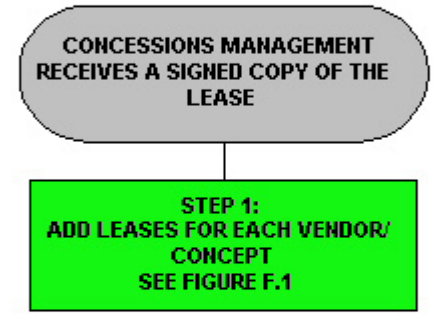
Add Services Check List:

Concessions Management Department:

- Add Services Info ___

F. ADDING LEASES

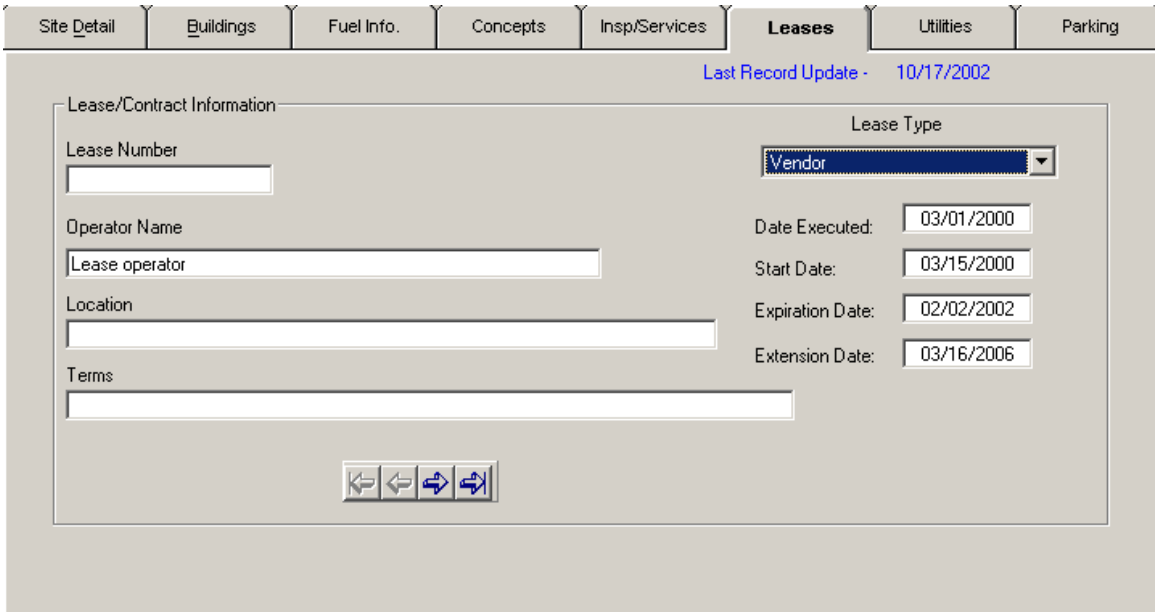
ADD LEASES



ALL ACTIVITIES PERFORMED IN THIS FLOW ARE DONE BY THE CONCESSIONS MANAGEMENT DEPARTMENT

Step 1: Upon receiving a copy of the signed Lease agreement, the Concessions Management should add the Lease information on the Lease Tab:

Figure F.1 ADDING LEASE INFORMATION



For more details on the LEASE TAB INFORMATION please refer to Chapter 4: Section J.

Add Leases Check List:

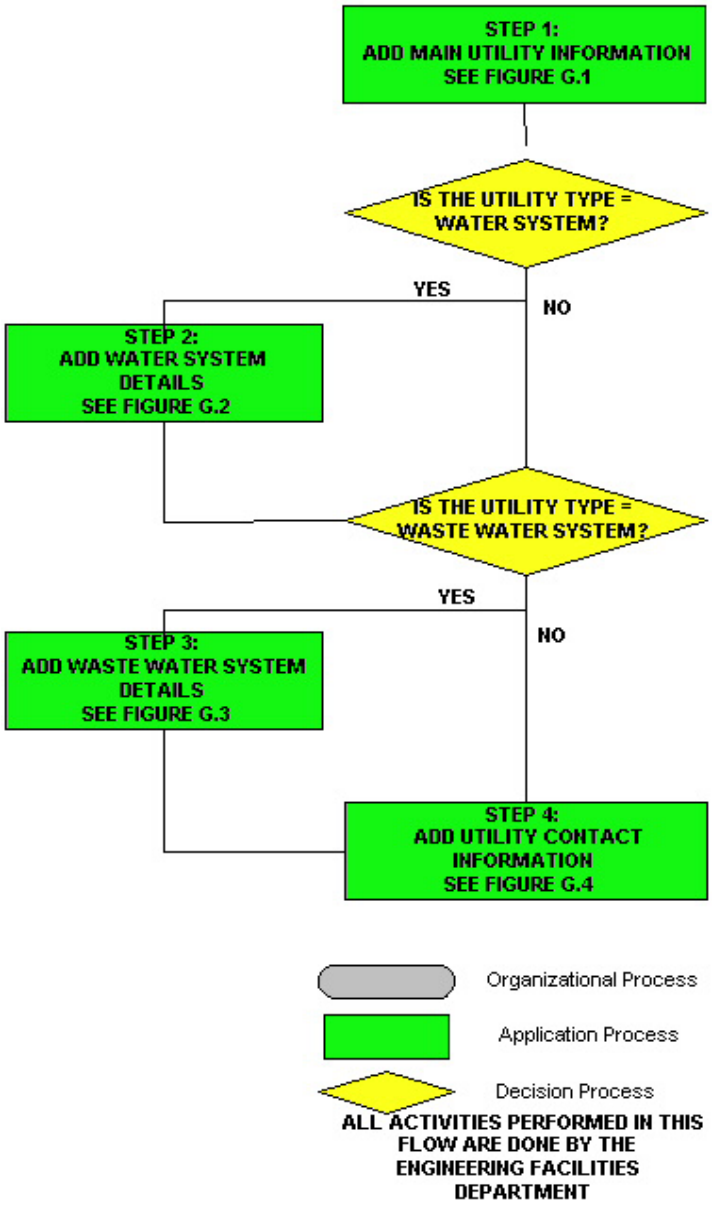
Concessions Management Department:

- Add Leases Info ___

G. ADDING UTILITIES

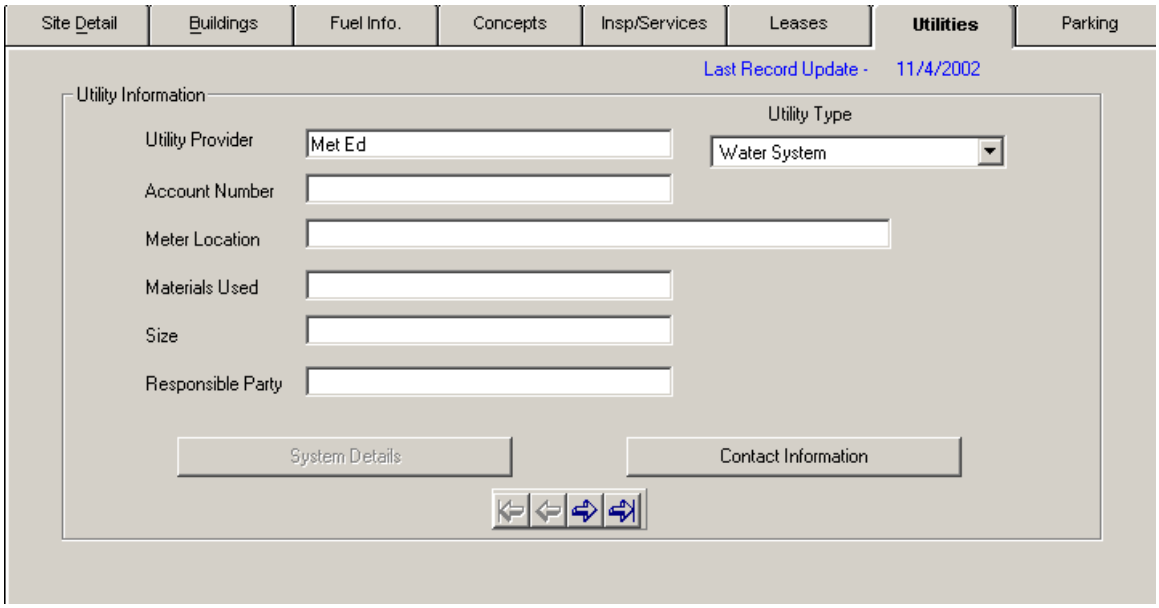
See the diagram on the next page.

ADD UTILITIES



Step 1: The Engineering Facilities Department should add the Main Utility information on the Utilities Tab:

Figure G.1 ADDING MAIN UTILITY INFORMATION



If the Utility Type is Water System then continue with Step 2:

Step 2: The Engineering Facilities Department should add the Water System Details Information. The System Details form is accessible from the Utilities Tab:

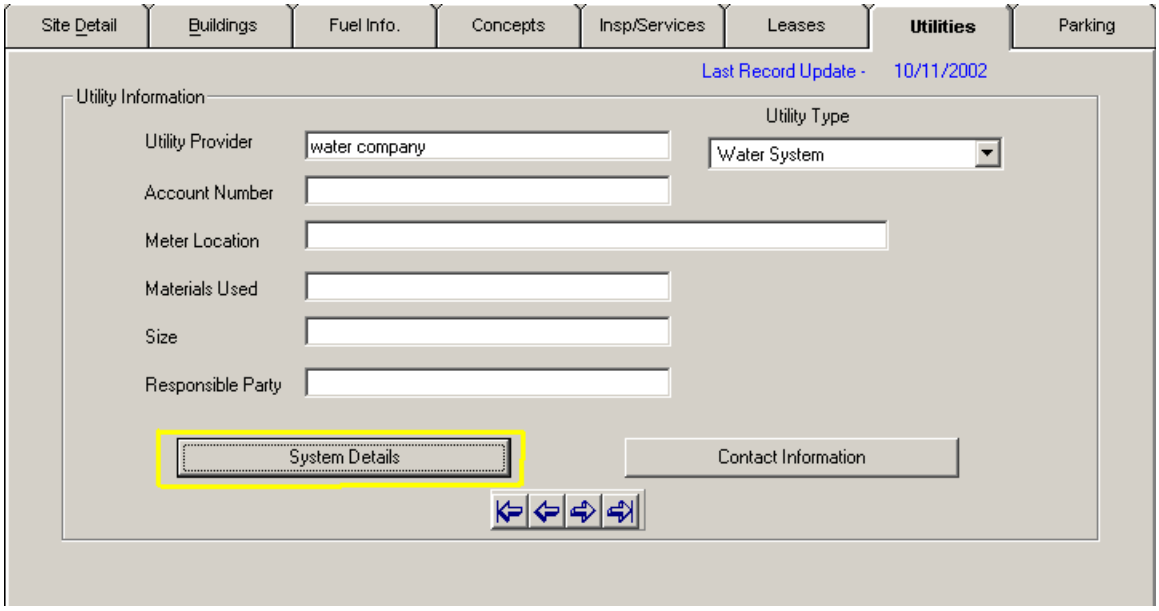
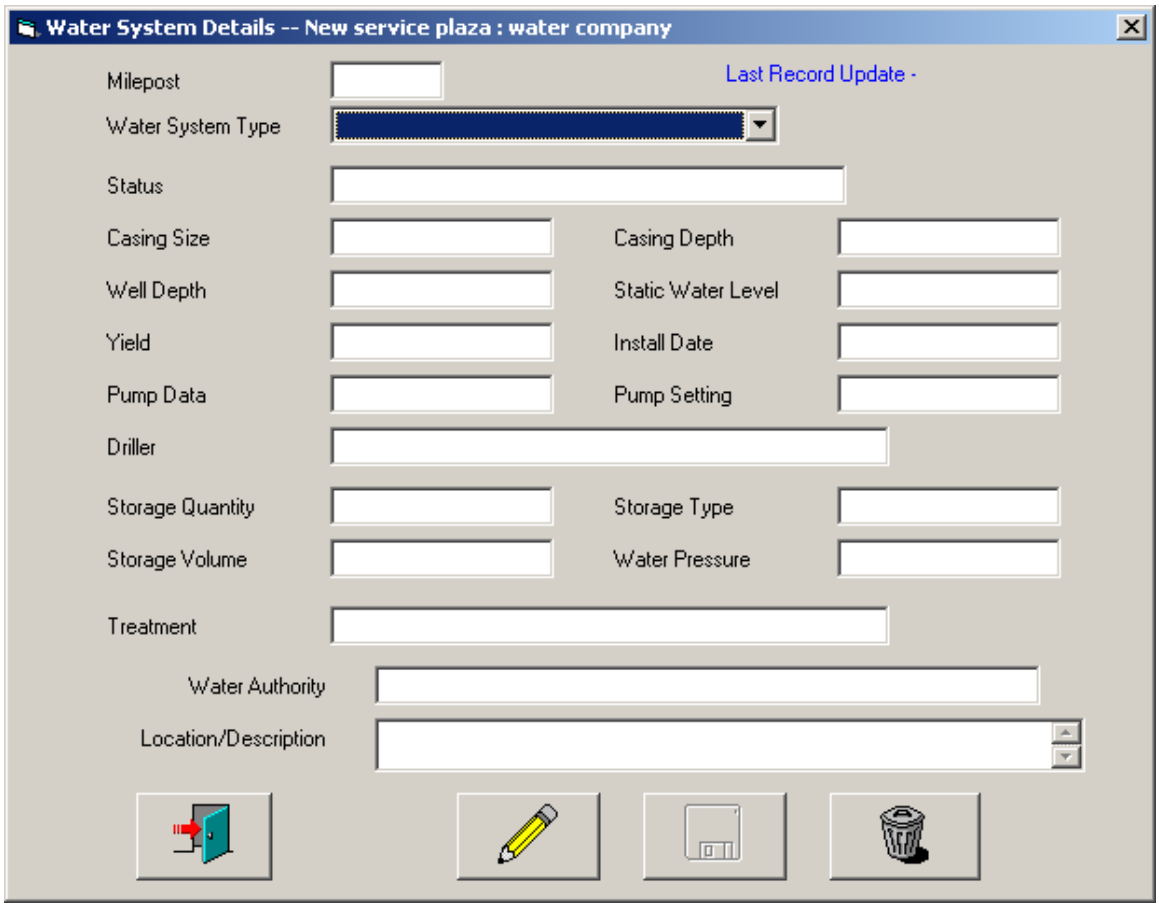


Figure G.2 ADDING WATER SYSTEM DETAILS



For more details on the WATER SYSTEM DETAILS FORM please refer to Chapter 6: Section N.

If the Utility Type is Waste Water System then continue with Step 2:

Step 3: The Engineering Facilities Department: should add the Waste Water System Details Information. The System Details form is accessible from the Utilities Tab:

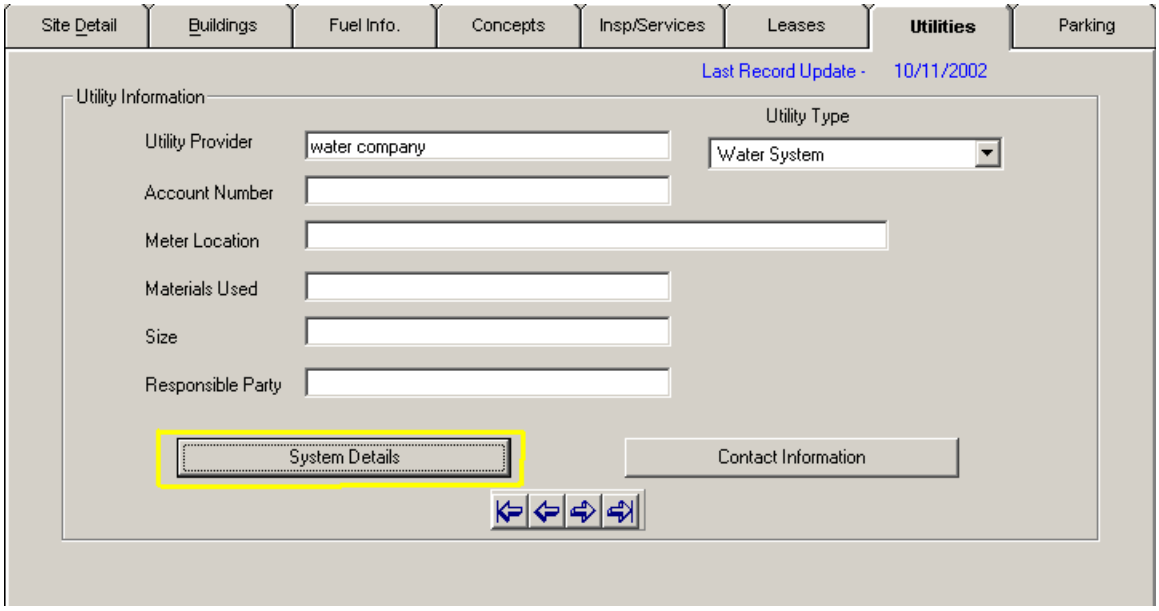
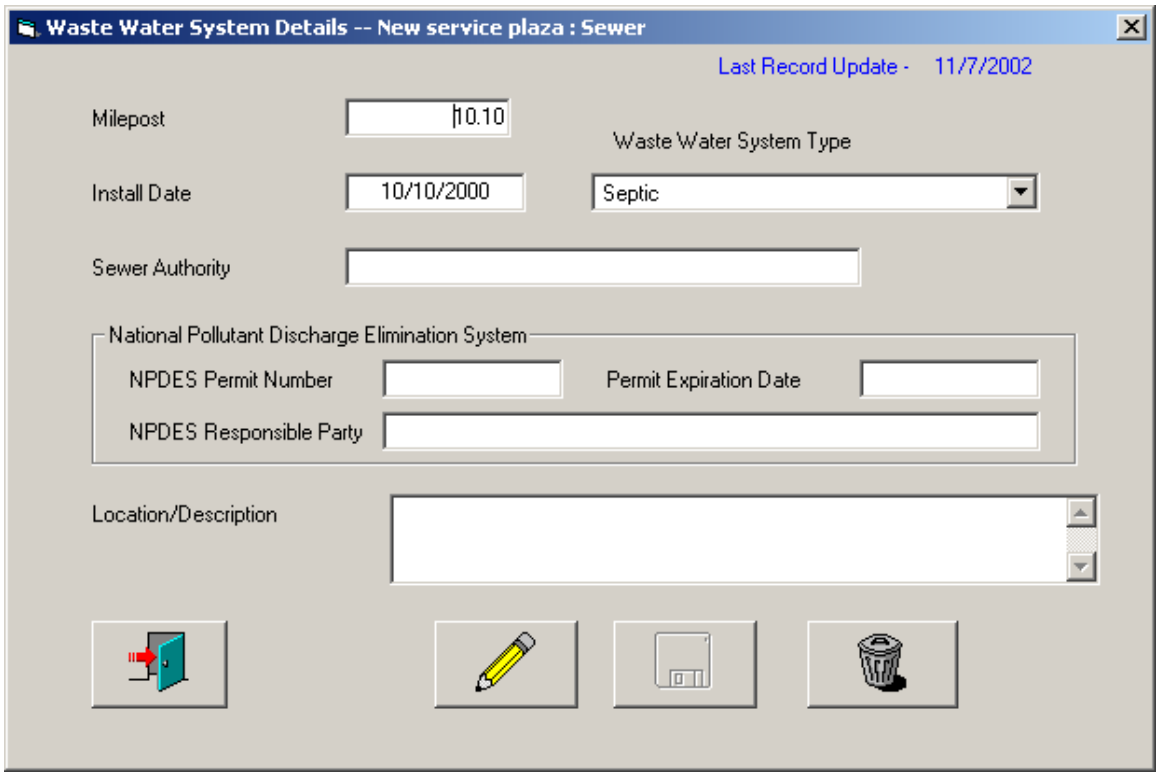


Figure G.3 ADDING WASTE WATER SYSTEM DETAILS



For more details on the WASTE WATER SYSTEM DETAILS FORM please refer to Chapter 6: Section M.

Step 4: The Engineering Facilities Department should add the Utility Contact Information. The Utility Contact Information form is accessible from the Utilities Tab:

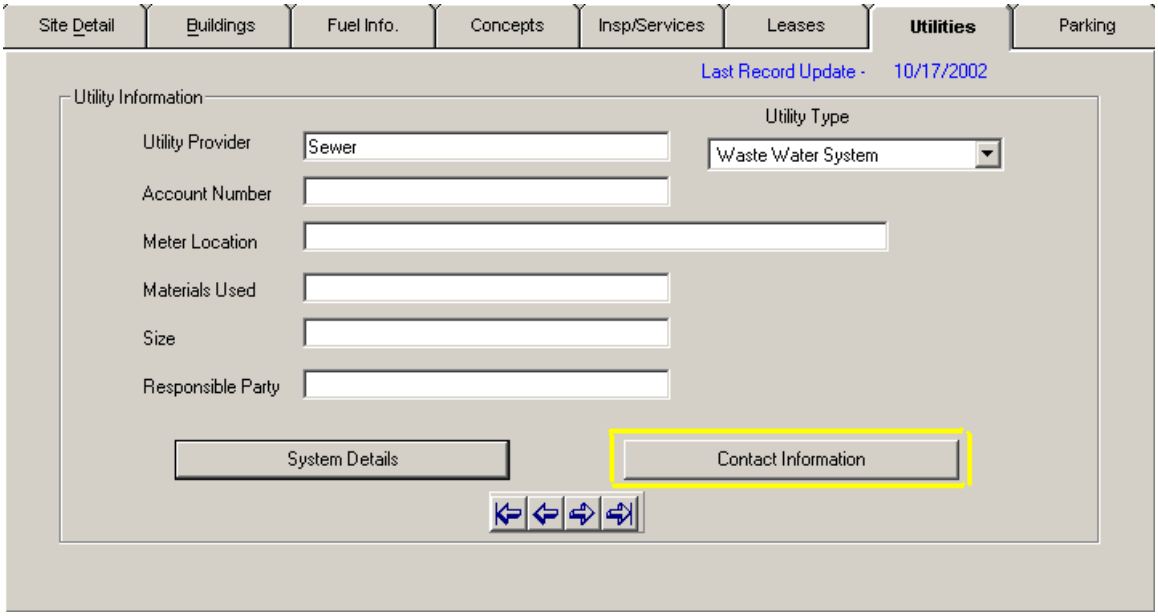
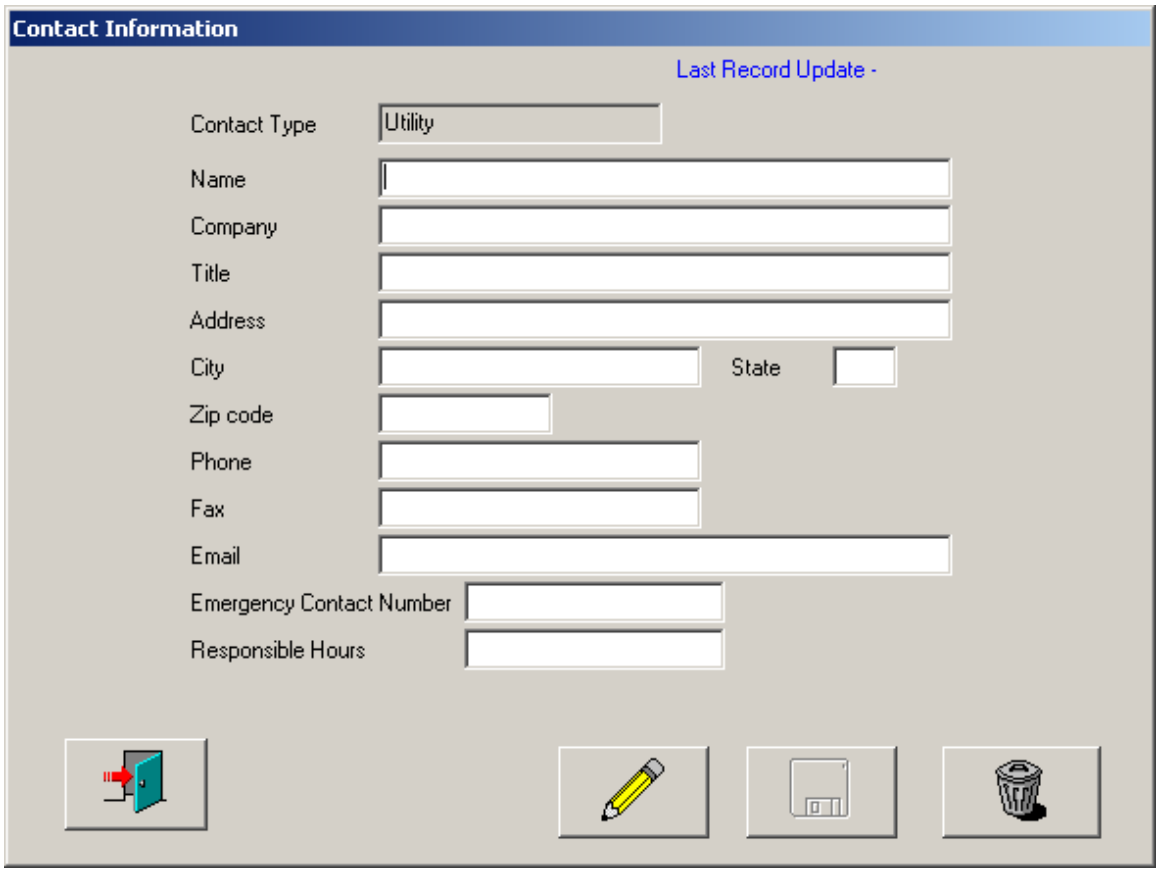


Figure G.4 ADDING UTILITY CONTACT INFORMATION



For more details on the CONTACT INFORMATION FORM please refer to Chapter 6: Section A.

Adding Utilities Check List:

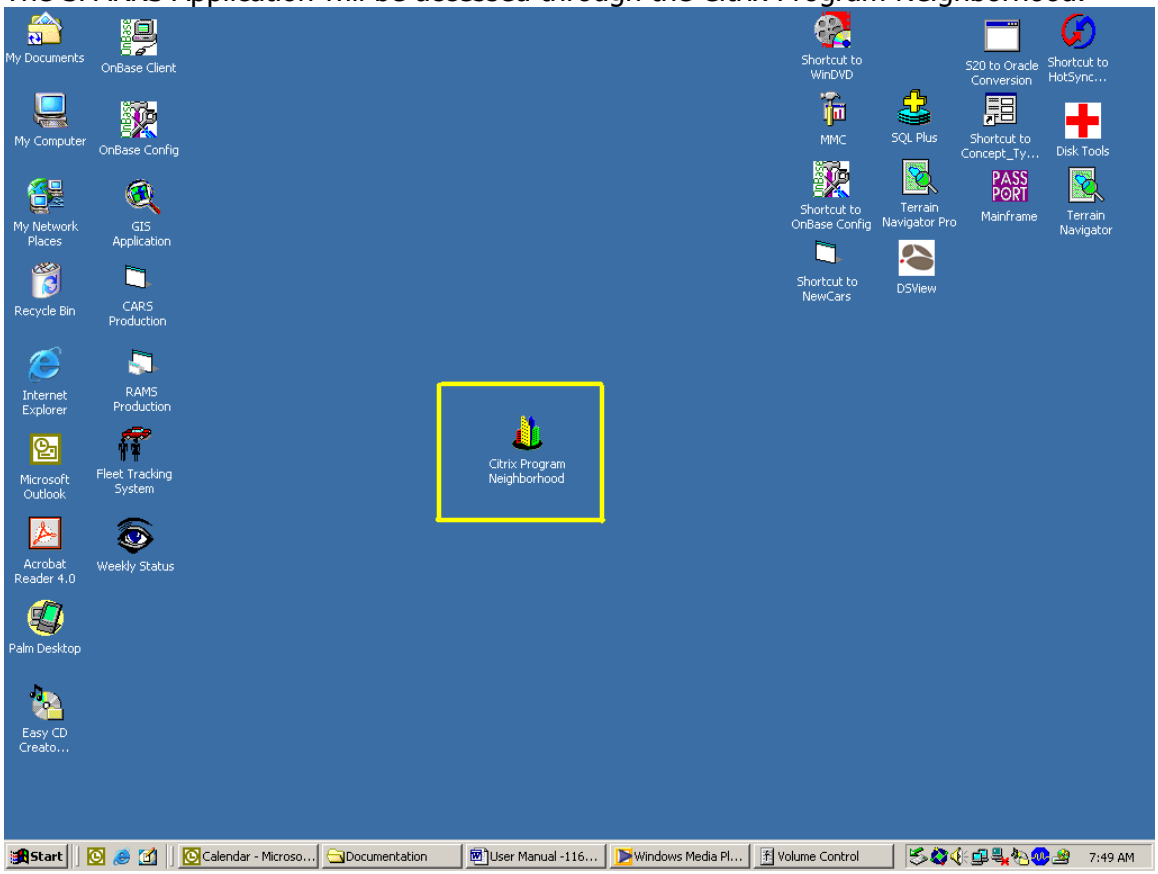
Engineering Facilities Department:

- Add Main Utility Info ___
- If the Utility is a Water System
  - Add Water System Details ___
- If the Utility is a Waste Water System
  - Add Waste Water System Details ___
- Add Utility Contact Info ___

CHAPTER THREE – APPLICATION ACCESS

A. ACCESSING THE APPLICATION:

The SPARKS Application will be accessed through the Citrix Program Neighborhood.



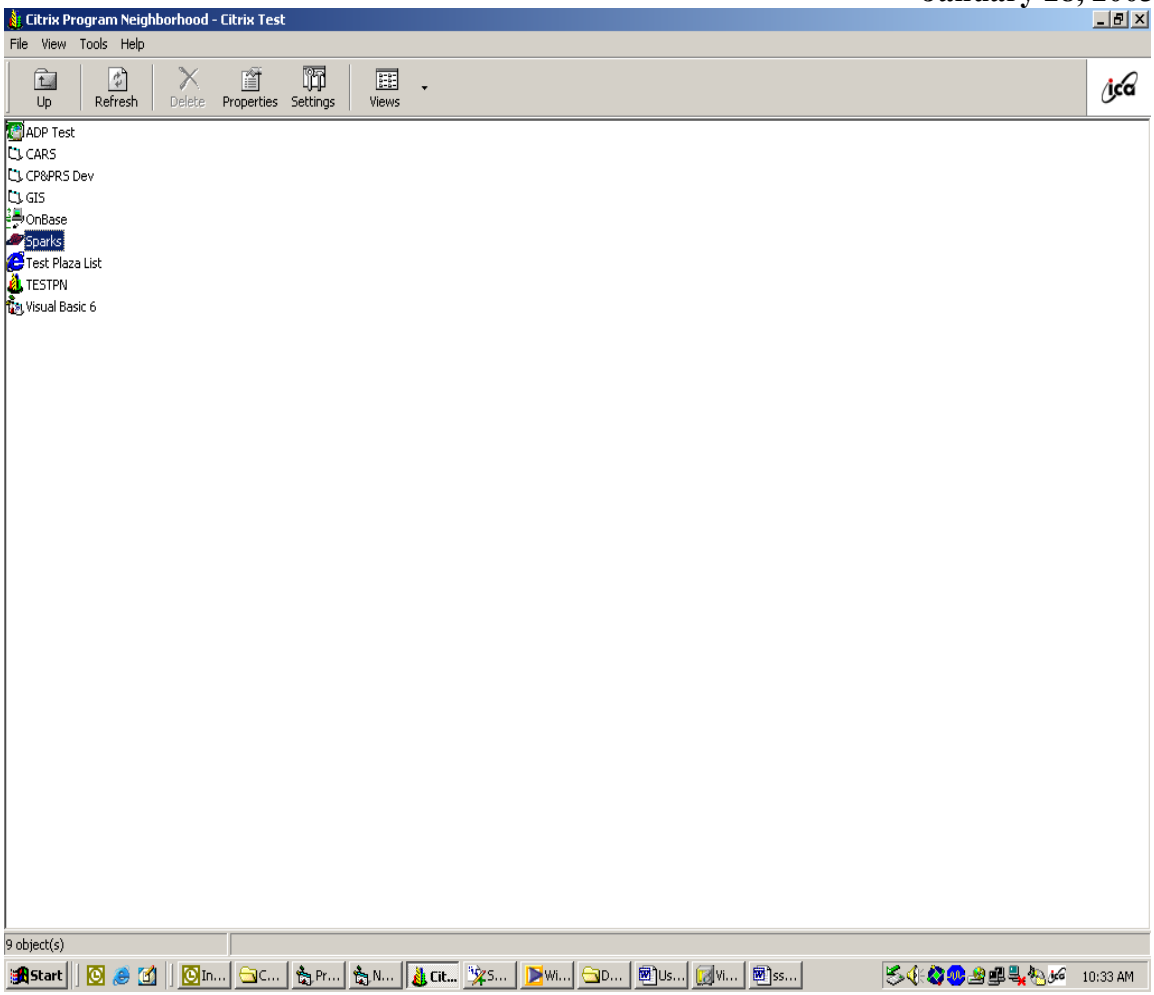
If this is the first time that you are logging onto the Citrix Server the following dialogue will appear:

In the **Username** textbox, you should type your NT logon id. This is usually your first initials and your first 7 letters of your last name (or your entire last name if it is less than 7 characters).

In the **Password** textbox, you should type your NT password. The same one you use to logon your machine.

In the **Domain** textbox, you should type CENTRAL. Case is not important.

It is recommended that you check the **Save Password** check box otherwise you will have to do this each time you logon.



Note: The list seen in this image may not be the same list you have.

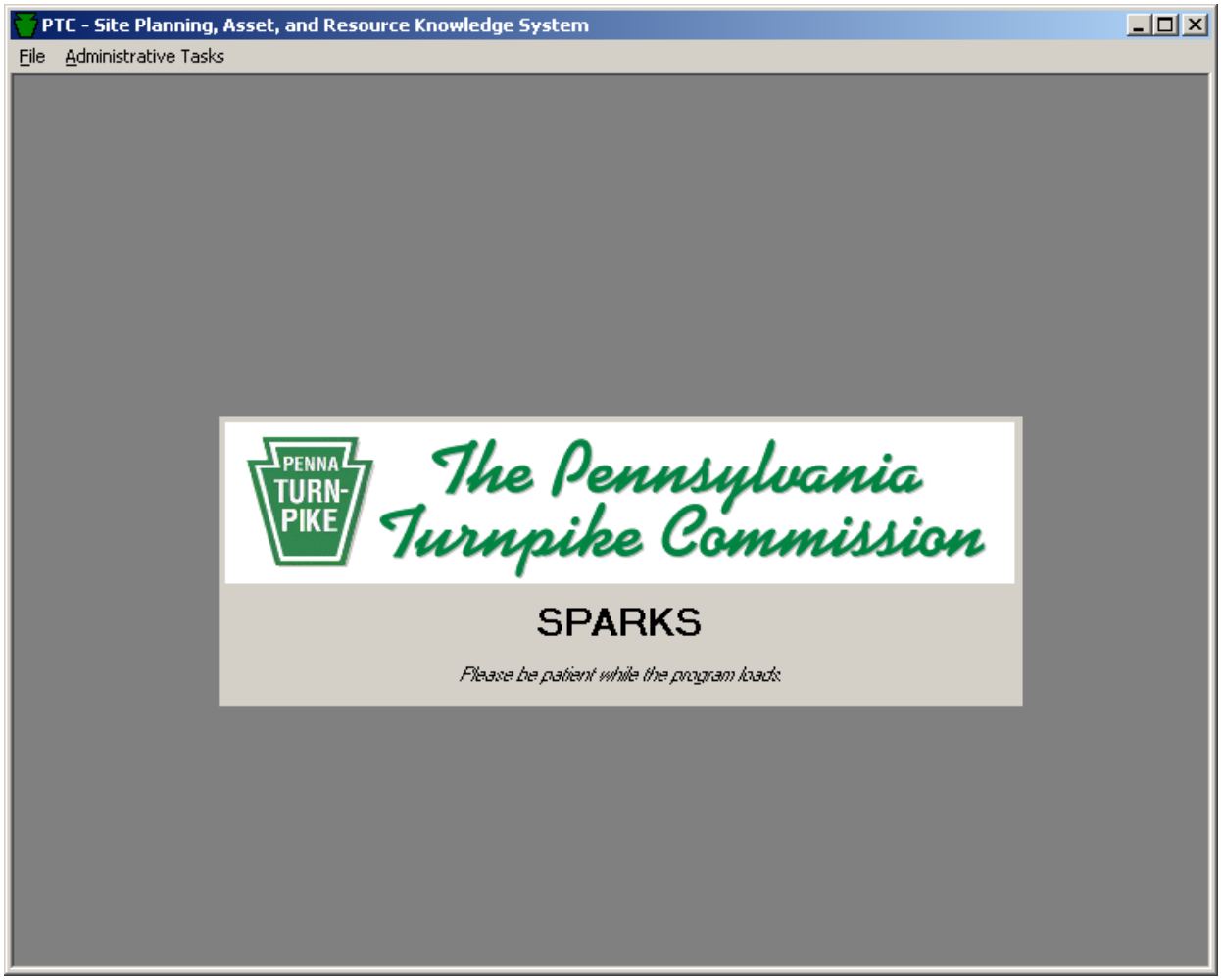
SPARKS- Used to launch the application.

If this is the first time that you are logging onto the SPARKS application you may be prompted with the same logon as below:

Fill out the form in the same manner as you did above.

Splash Screen

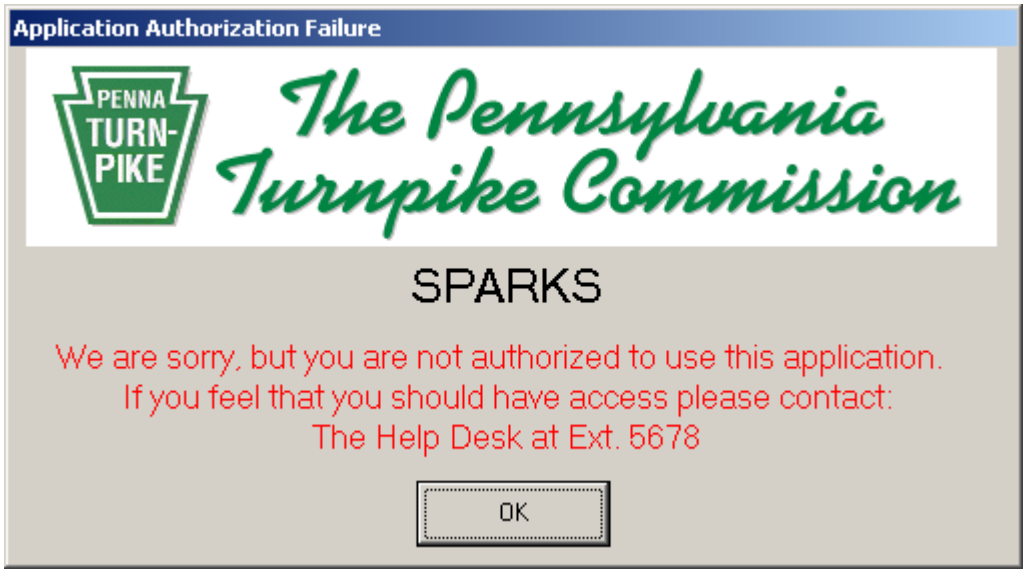
If you are part of the Security table the following splash screen will appear.



The application will then load the main form. For more information on the main SPARKS form see Chapter 3 of this document.

No Authorization

If you are not in the Security table, the following screen will appear.

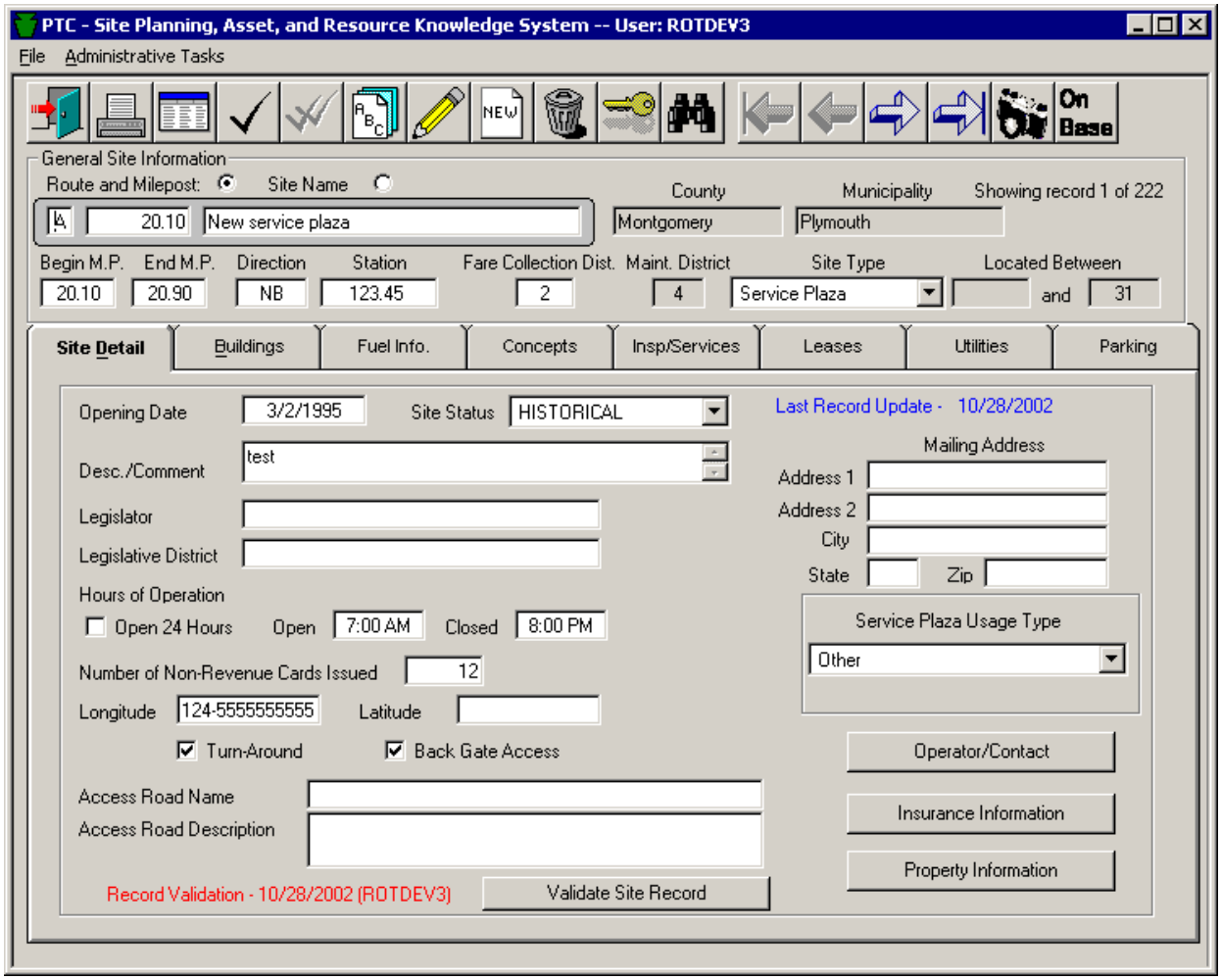

Application Authorization Failure
PENNA TURN-PIKE
The Pennsylvania Turnpike Commission
SPARKS
We are sorry, but you are not authorized to use this application.
If you feel that you should have access please contact:
The Help Desk at Ext. 5678
OK

Follow the instructions in the message if you feel that you should have access to the application.

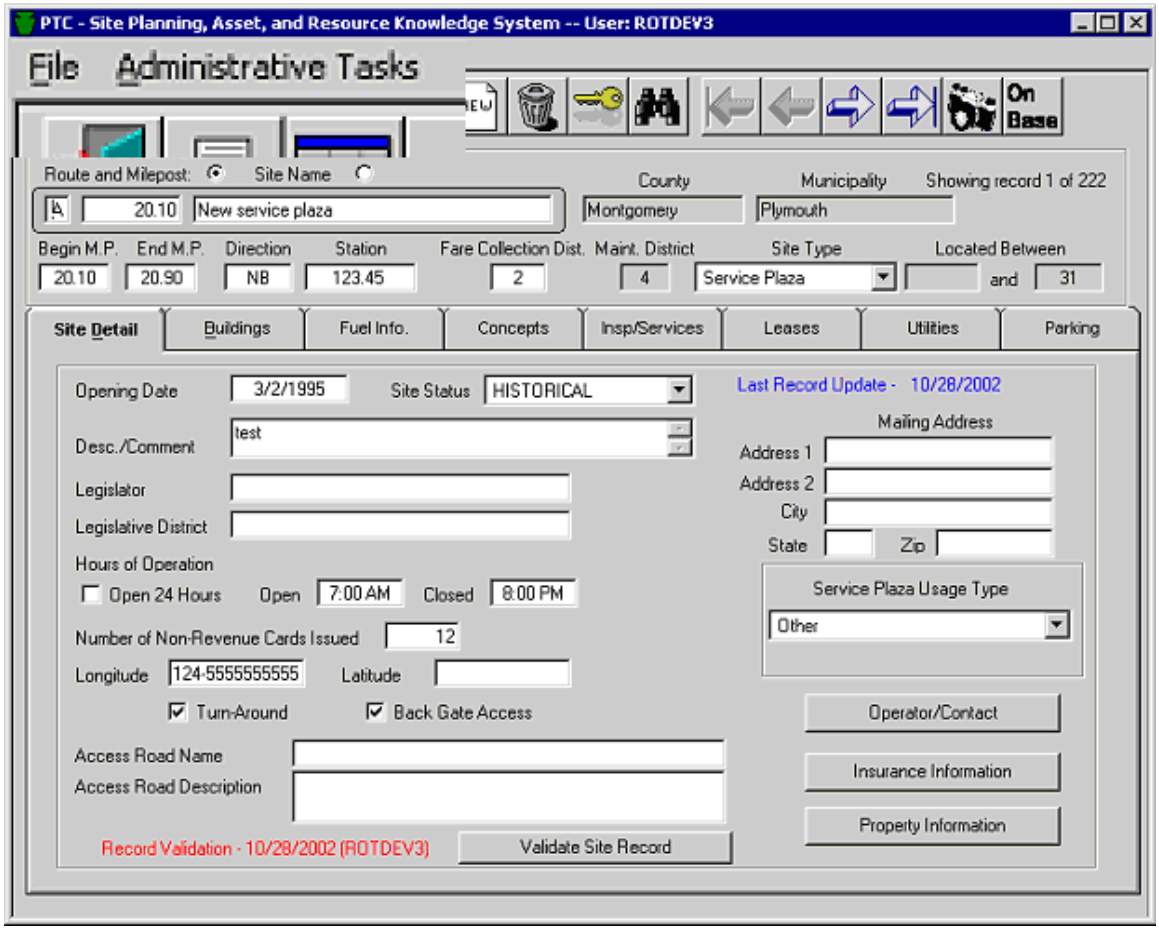
CHAPTER FOUR – APPLICATION FORMAT

A. APPLICATION LAYOUT:

The Image below is what the application looks like when it is first started.

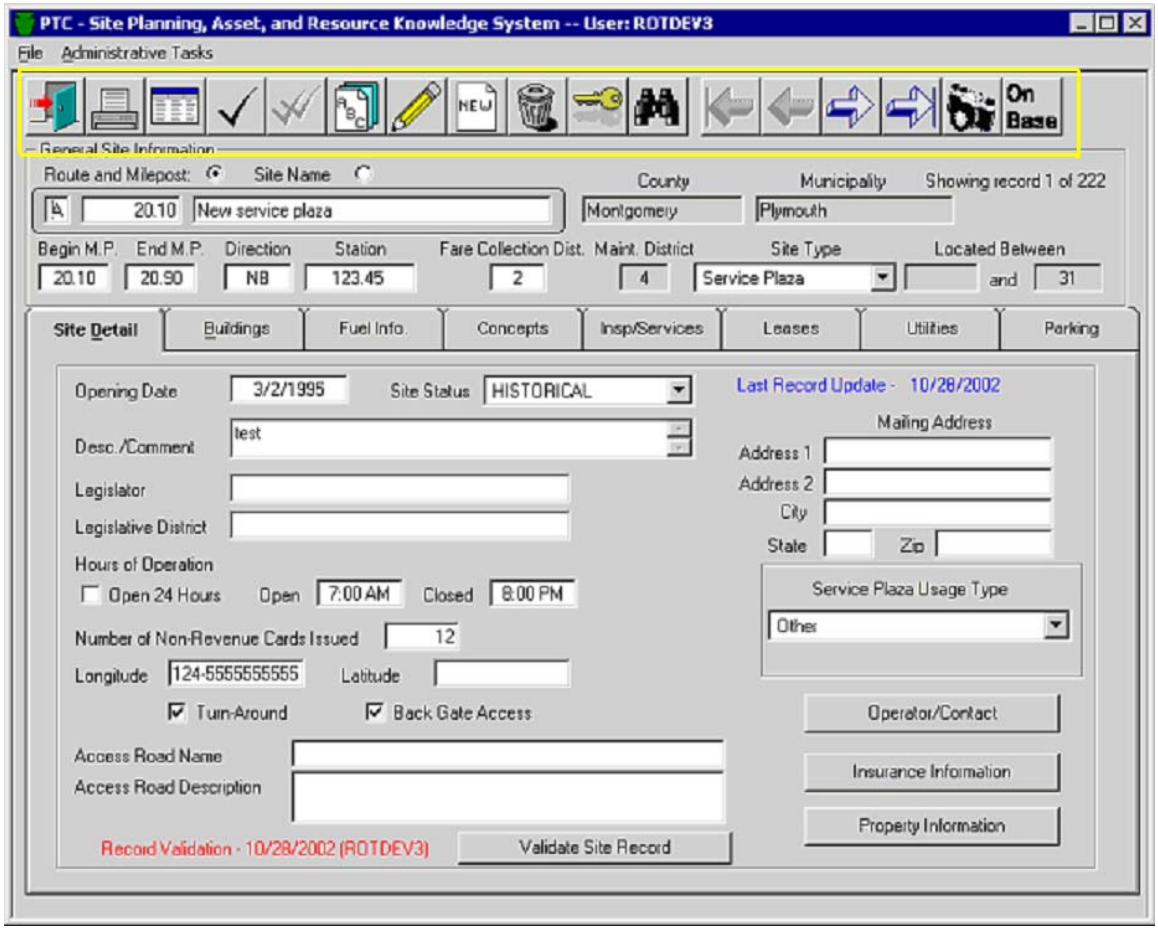


Menu Options:



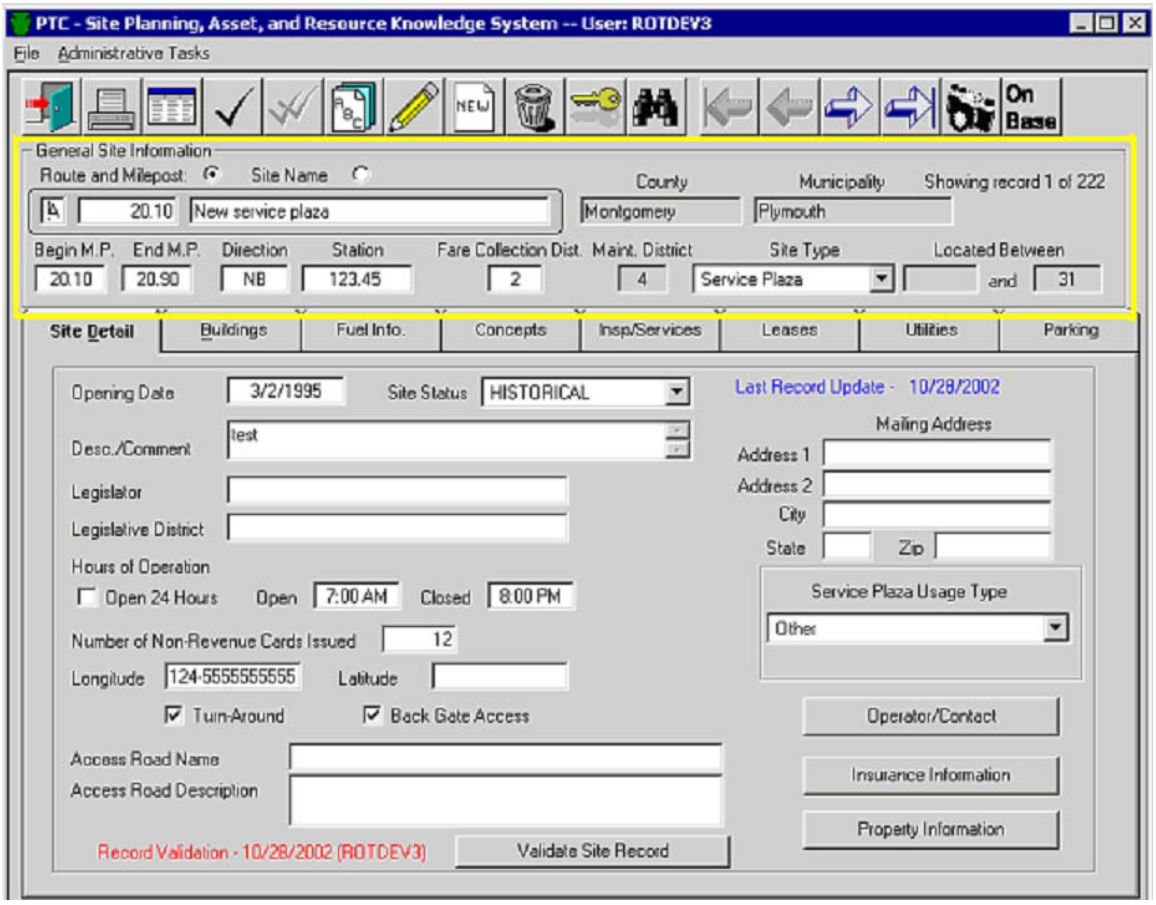
There are two Menu items in the SPARKS application. To access the sub items in the menu single click the Menu item. For more details regarding the Menu items, please refer to Chapter 3 Section B.

Button Bar:



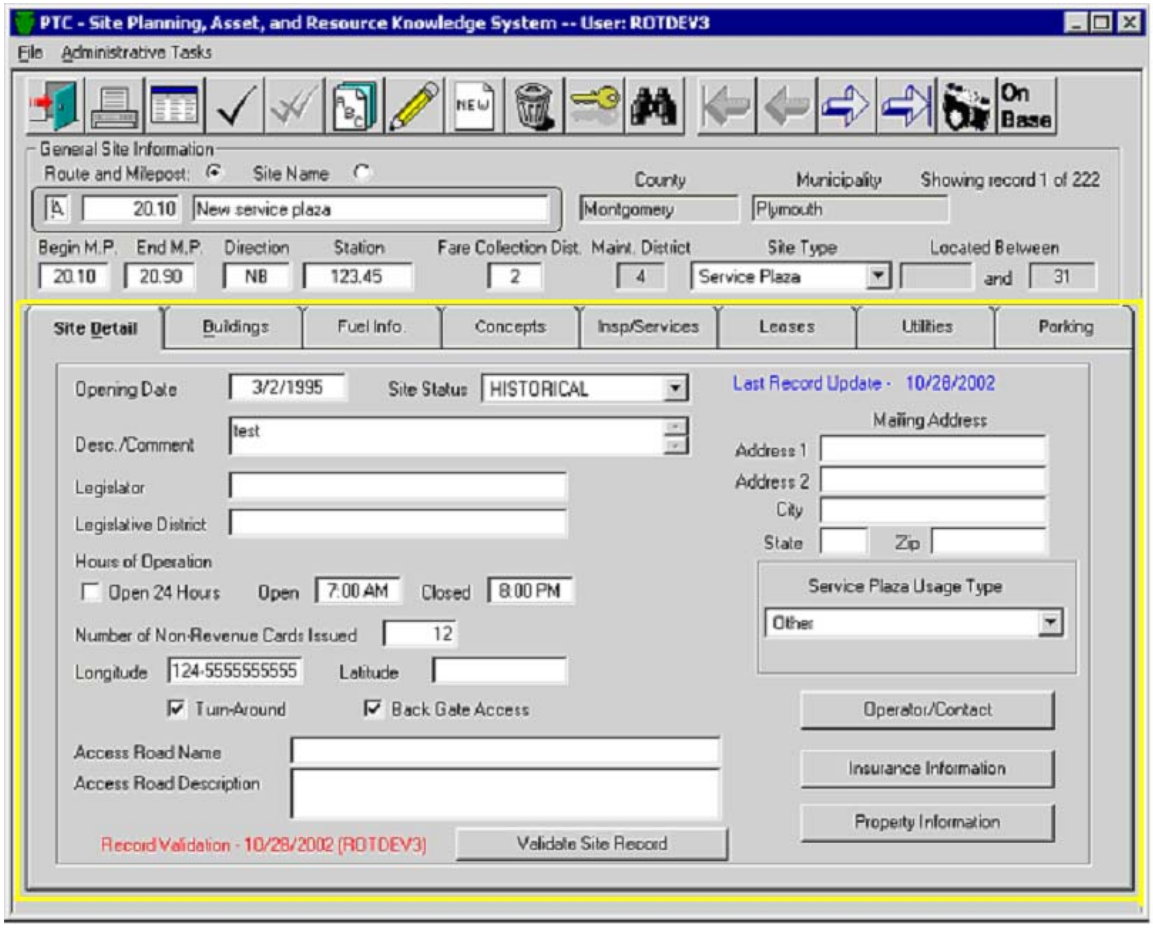
The buttons on the button bar control the data processing and reporting that are done while using the SPARKS application. For more details regarding the buttons' specific functionality, please refer to Chapter 3 Section C.

General Site Information:



The General Site information contains the key pieces of information that are necessary for uniquely identifying each site. For more details on each field and valid values, please refer to Chapter 3 Section D.

Tab Control Information:



The names on the tab headings explain the data that is represented on that particular tab. For more details on the contents (fields, valid values, etc.) of each tab, refer to the Sections of Chapter 3 as shown here:

Section E: Site Detail Information

Section F: Buildings Information

Section G: Fuel Information

Section H: Concepts Information

Section I: Inspection and Services Information

Section J: Leases Information

Section K: Utilities Information

Section L: Parking Information

B. MENU OPTIONS:

File Menu:

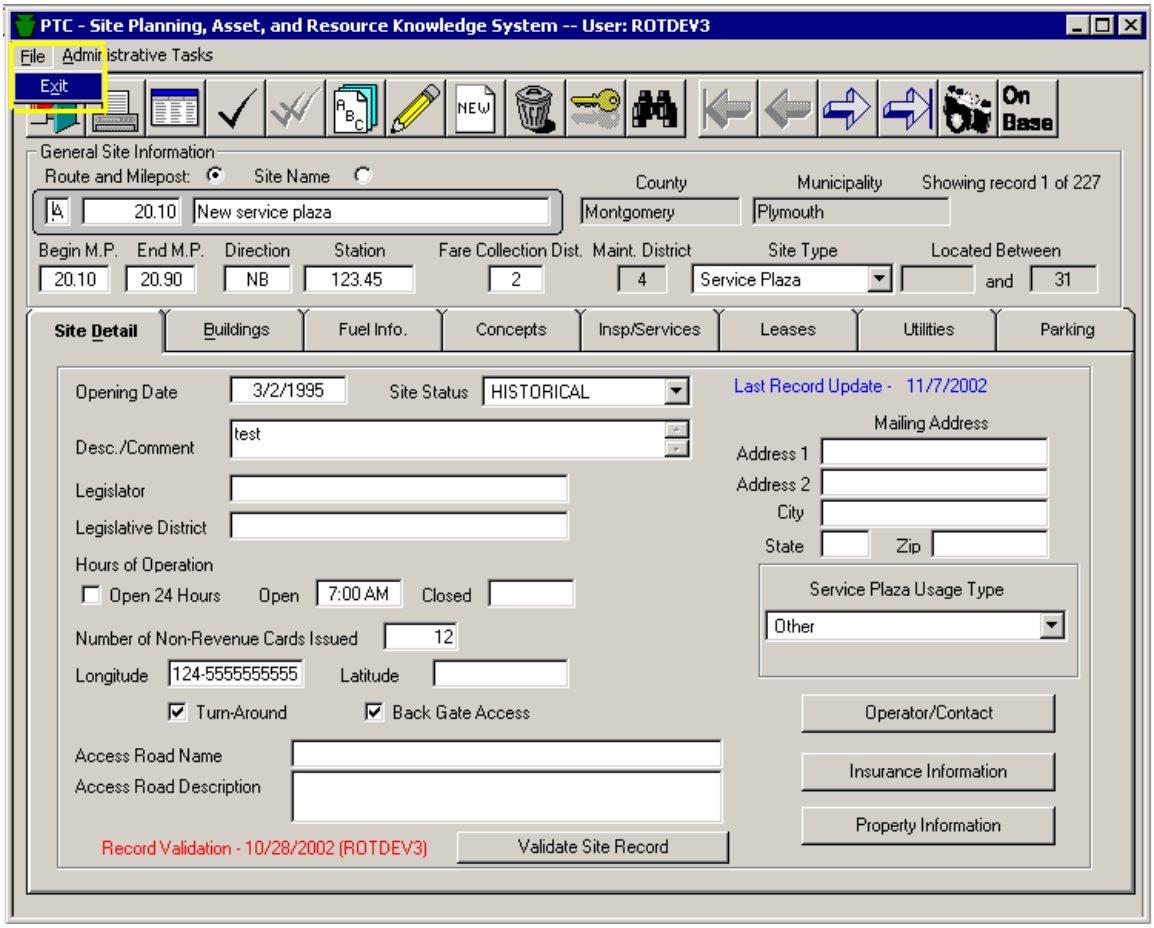
The **File** Menu can be accessed by single clicking the menu option or by using the shortcut key:

ALT+ F.

I. EXIT OPTION:

There is one sub menu option in the **File** Menu. The option is **Exit**. This will cause the application to close. The **Exit** option can be accessed by single clicking the menu option or by using the shortcut key:

ALT+ X.



Administrative Tasks:

The **Administrative Tasks** menu can be accessed by single clicking the menu option or by using the shortcut key:

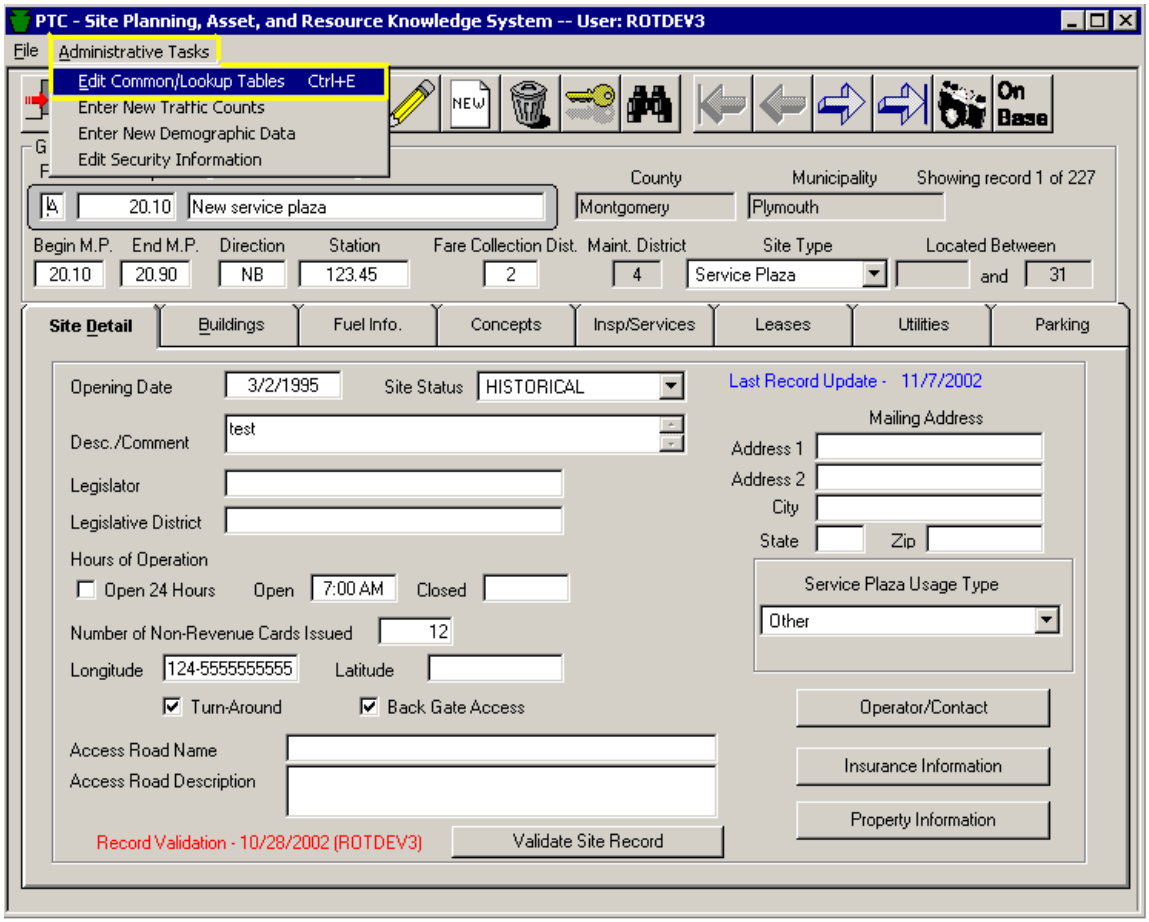
ALT + A.

There are four sub menu options in the **Administrative Tasks** Menu. Two of those options are available at this time.

I. EDIT COMMON LOOKUP TABLES OPTION:

The first option that is available is **Edit Common Lookup Tables**. This option can be accessed by single clicking the menu option or by using the shortcut key:

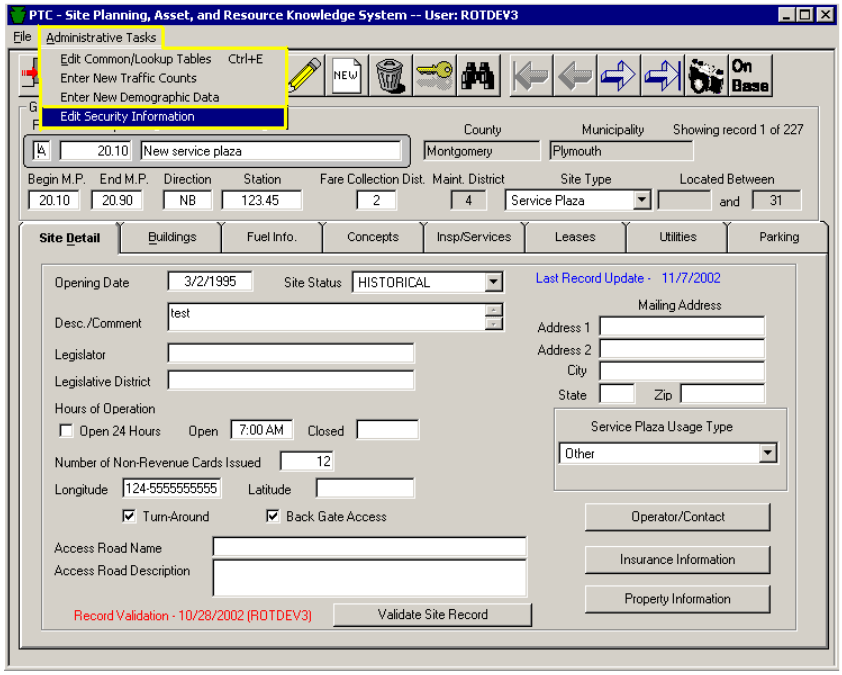
CTRL + E



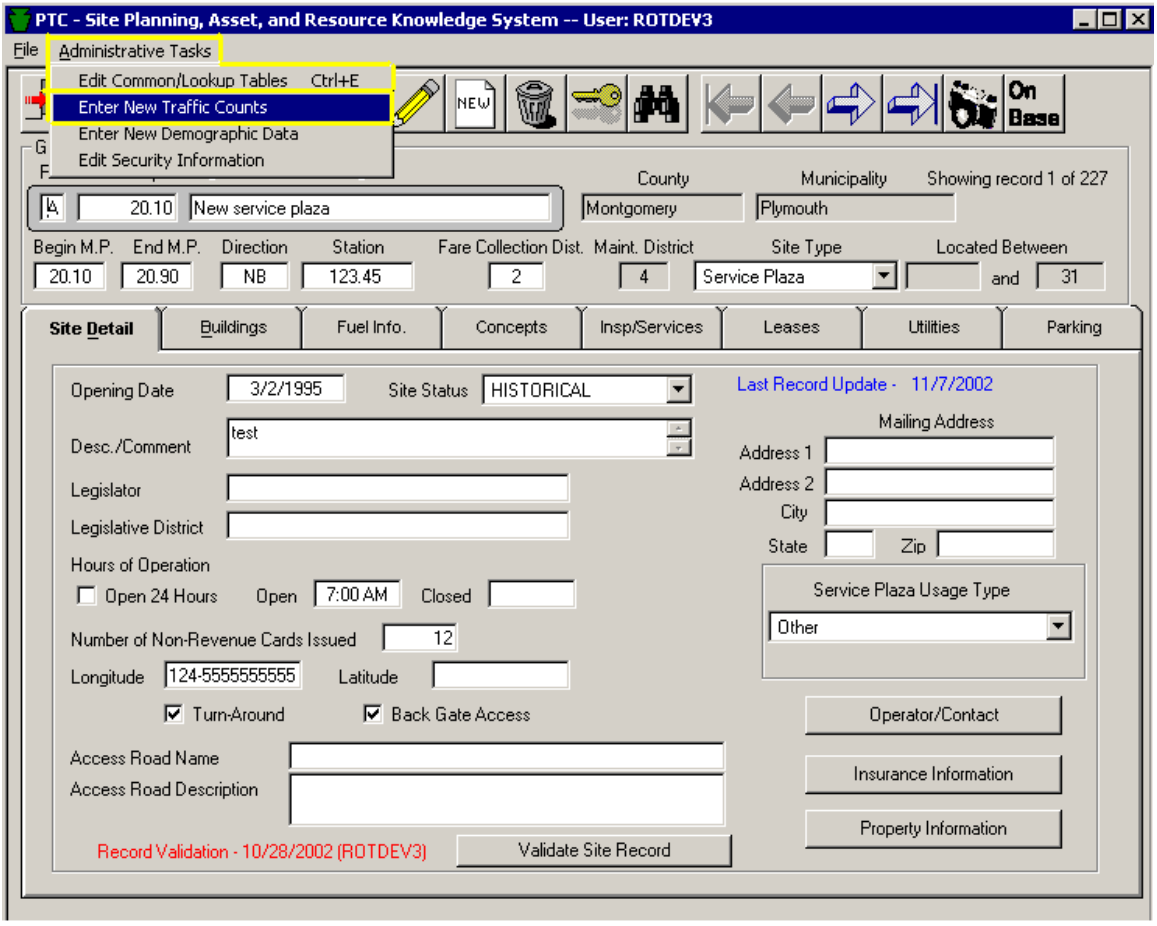
For more details on Editing Common Lookup Tables, please refer to Chapter 4 Section A.

II. EDIT SECURITY INFORMATION:

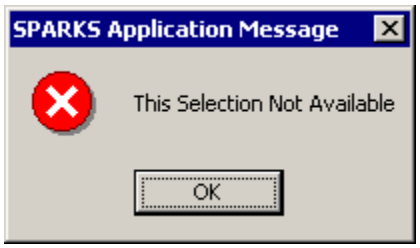
The second option that is available is **Edit Security Information**. Single clicking the menu option can access this option.



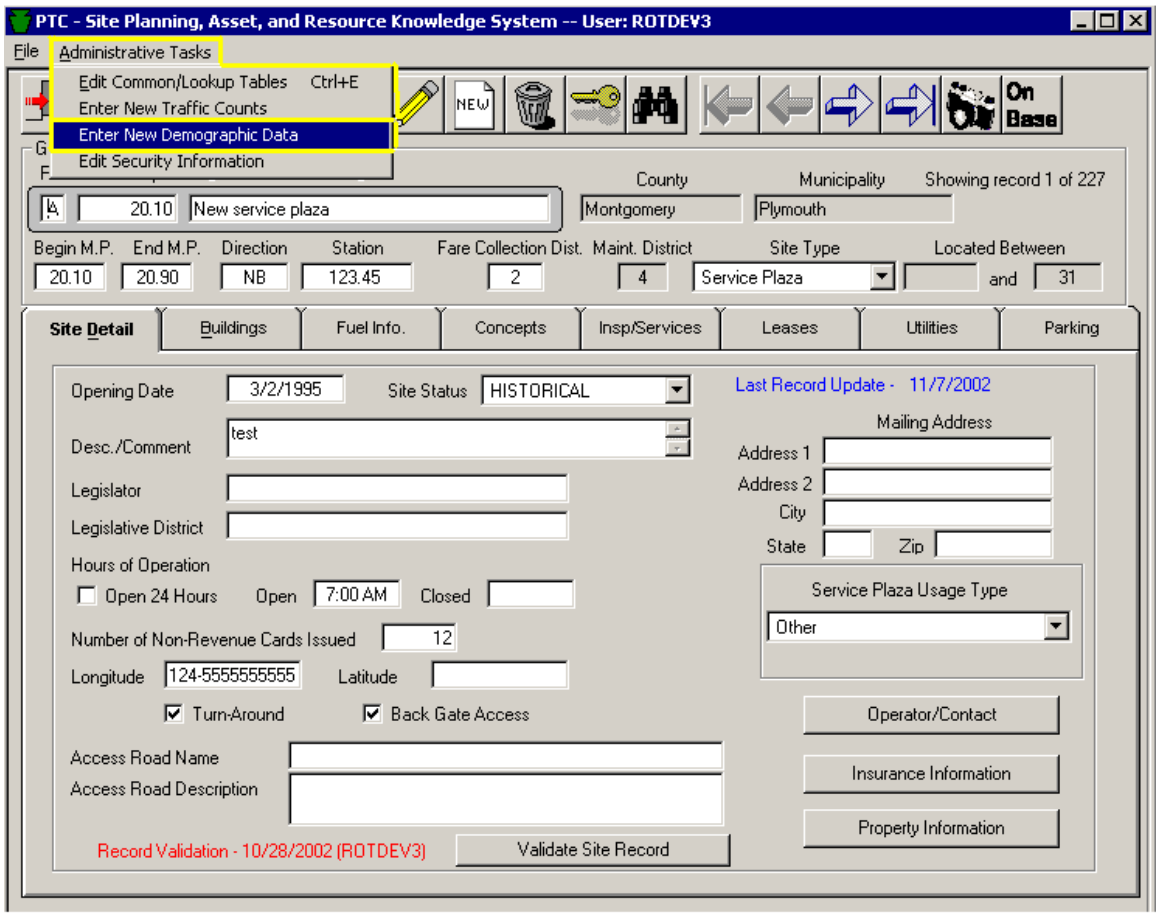
III. ENTER NEW TRAFFIC COUNTS:



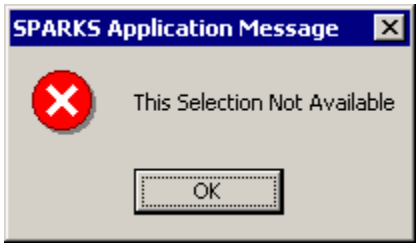
The New Traffic Counts option is not available at this time. If you choose this option by single clicking the menu option you will get the following message:



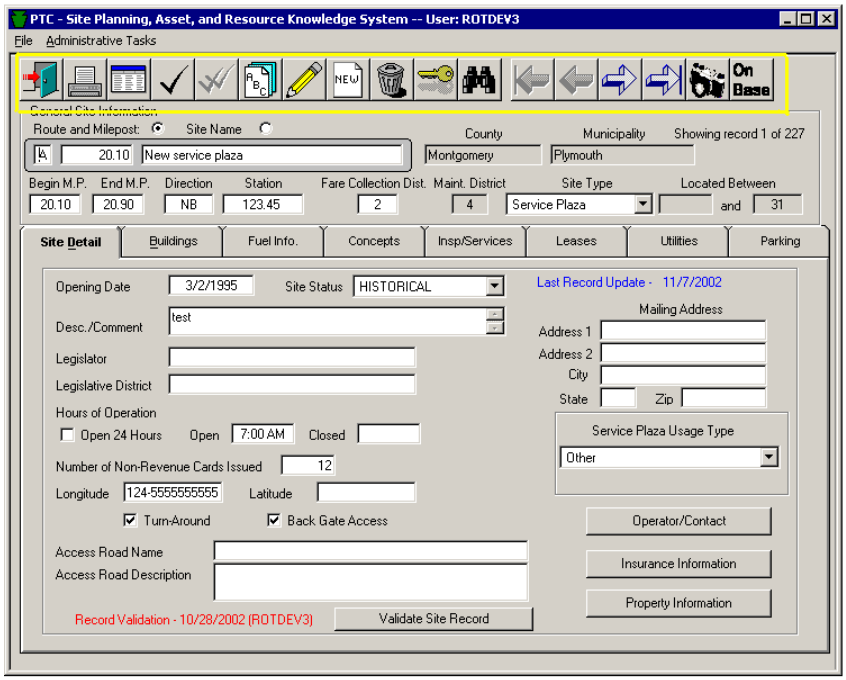
IV. ENTER NEW DEMOGRAPHIC DATA:



The New Demographic Data option is not available at this time. If you choose this option by single clicking the menu option you will get the following message:



C. BUTTON BAR:


PTC - Site Planning, Asset, and Resource Knowledge System -- User: ROTDEV3
File Administrative Tasks
On Base
Route and Milepost: Site Name
20.10 New service plaza
County Municipality Showing record 1 of 227
Montgomery Plymouth
Begin M.P. End M.P. Direction Station Fare Collection Dist. Maint. District Site Type Located Between
20.10 20.90 NB 123.45 2 4 Service Plaza and 31
Site Detail Buildings Fuel Info. Concepts Insp/Services Leases Utilities Parking
Opening Date 3/2/1995 Site Status HISTORICAL
Last Record Update - 11/7/2002
Desc./Comment test
Mailing Address
Address 1
Address 2
City
State Zip
Legislator
Legislative District
Hours of Operation
Open 24 Hours Open 7:00 AM Closed
Service Plaza Usage Type
Other
Number of Non-Revenue Cards Issued 12
Longitude 124-5555555555 Latitude
Turn-Around Back Gate Access
Operator/Contact
Access Road Name
Access Road Description
Insurance Information
Property Information
Record Validation - 10/28/2002 (ROTDEV3)
Validate Site Record

For all of the Buttons in the button bar, if you move your mouse over the button and leave it there for a brief moment, a Tool Tip will appear explaining what the button does. The tool tips for each button appear next to the picture of the buttons below.

EXIT Button – Closes all open database connections and the application.

REPORTS Button – Opens the Report Selection Form. For more details on printing reports, please refer to Chapter 7.

BROWSE Button – Opens the Browse form. For more details on the functionality available on the Browse form, please refer to Chapter 4 Section B.

SELECTION Button – Opens the Query form. For more details on the how to run a Query, please refer to Chapter 4 Section C.

SELECT ALL Button – If you have limited the records you are viewing using the Selection button this button will allow you to view all records again.

SORT Button - Opens the Sort Form. For more details on how to sort records, please refer to Section D of Chapter 4: ***Sorting Records***

EDIT Button – Puts the application into Edit mode.

NEW Button – Puts the application into Add mode. For more details on how to add Records, please refer to Chapter 2.

DELETE Button – Will change the site status of the record from its current value to HISTORICAL. For more details on deleting records, please refer to Chapter 5 Section C.

SECURITY Button – Opens the Security Form. For more details on the functionality available on the Security Form, please refer to Chapter 4 Section E.

QUICK FIND Button – Opens the Quick find Form. For more details on the functionality available on the Quick find form, please refer to Chapter 4 Section F.

MOVE FIRST Button- A Record Navigation button. As long as you are not on the First Record in the table, this button can be used to move to the first record.

MOVE PREVIOUS Button – A Record Navigation button. As long as you are not on the First Record in the table, this button can be used to move to the previous record.

MOVE NEXT Button – A Record Navigation button. As long as you are not on the Last Record in the table, this button can be used to move to the next record.

MOVE LAST Button – A Record Navigation button. As long as you are not on the Last Record in the table, this button can be used to move to the last record.

PICTURES Button – Opens the pictures form. For more details on the functionality available on the pictures form, please refer to Chapter 4 Section G.

Launch Interface to 'OnBase' Application

ONBASE Button – This button is currently not operational. At some time it will provide a link to various document image types that are stored in the Onbase application.

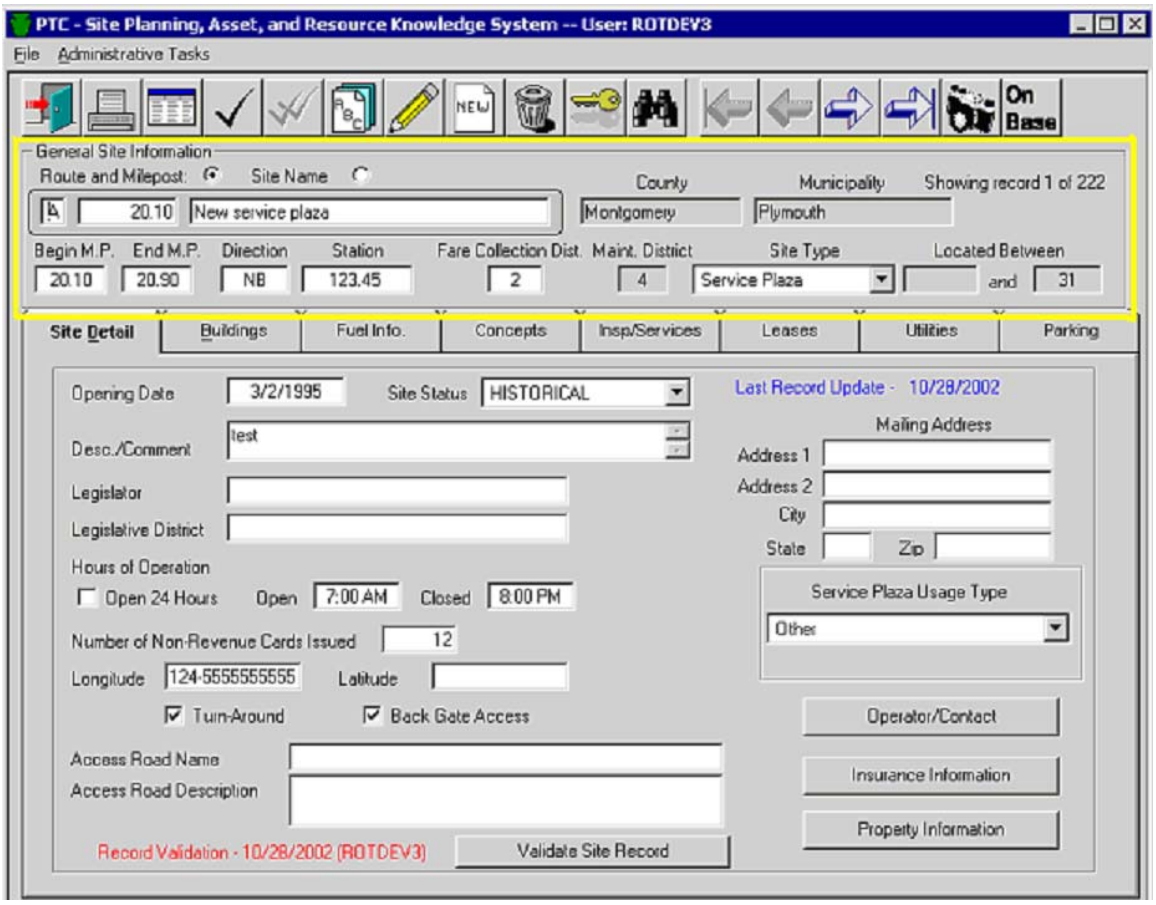
Save Changes to the Current record

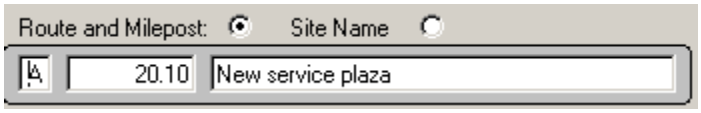
SAVE Button - This button will appear after you have hit the *NEW* button or the *EDIT* button. When this button is clicked any field changes will be saved to the database.

Cancel Changes to the Current record

CANCEL Button – This button will appear after you have hit the *NEW* button or the *EDIT* button. When this button is clicked any field changes will be lost and any original field values will be restored.

D.GENERAL SITE INFORMATION:





Route: Unique designator for the part of the Turnpike's Roadway that the Site resides.

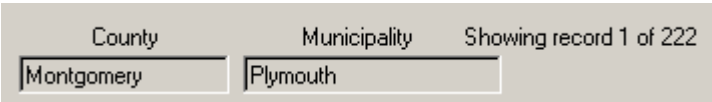
- The Accepted values for the Route Field are:
  - T- Mainline
  - A – Northeast Extension
  - B- Beaver Valley Expressway
  - G- Greensburg (Amos K. Hutchinson Bypass)
  - M- Mon-Fayette Expressway

Milepost: Unique designator for the mile-marker from the Turnpike's Roadway where the site resides.

- The accepted values for the Milepost field are:
  - If Route = T then Milepost can be between 0.00 and 359.00
  - If Route = A then Milepost can be between 20.0 and 130.64
  - If Route = B then Milepost can be between 28.47 and 44.87
  - If Route = G then Milepost can be between 0.3 and 13.41
  - If Route = M then Milepost can be between 1.6 and 7.84
    - Or Milepost can be between 30.00 and 35.62

Site Name: Unique designator for name of the Facility.

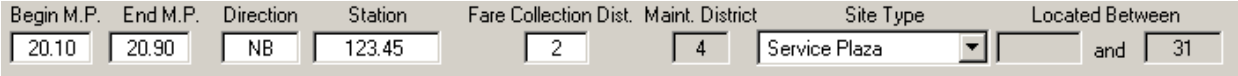
The Radio Button next to the Route/Milepost Label will sort all records by the Route and Milepost values. This is the default order when the application starts. The Radio button next to the Site Name label will sort all the records by Site Name.



County: Identifies the county in which the Site resides. You cannot edit this field. The field will be automatically filled in once you save the record with a proper route and milepost value.

Municipality: Identifies the municipality in which the Site resides. You cannot edit this field. The field will be automatically filled in once you save the record with a proper route and milepost value.

Showing record 1 of 222 label- Lets you know your current position in the main table. This label will change as you navigate through the records.



Begin MP: The unique designator from the Turnpike mile-marker where the Site begins. In most cases this field's value should match the milepost fields value. The values should be within the limits set for the Milepost field.

End MP: The unique designator from the Turnpike mile-marker where the Site ends. The values should be within the limits set for the Milepost field.

Direction: The value to distinguish which side of the roadway the site is located. The valid values for the direction field are based upon the Route field value.

- If Route = T then Direction can = EB or WB
- If Route = A then Direction can = NB or SB
- If Route = G then Direction can = NB or SB
- If Route = M then Direction can = NB or SB
- If Route = B then Direction can = NB or SB

Station: A geographical value representing the location of the site.

Fare Collection District: A unique numerical representation for the Fare Collection district that the site resides in. The value of this field is dependent upon the route and milepost values. The following guide should be used to enter this value:

- If Route = T and Milepost >=0.00 and Milepost <=67.22 then Fare Collection District = 1
- If Route = T and Milepost >=75.39 and Milepost < = 201.29 then Fare Collection District = 2
- If Route = T and Milepost >=226.54 and Milepost<= 311.93 then Fare Collection District = 3
- If Route = T and Milepost >= 326.62 and Milepost <= 358.11 then Fare Collection District = 4
- If Route = A then Fare Collection District = 5
- If Route = B, G, M then Fare Collection District = 1

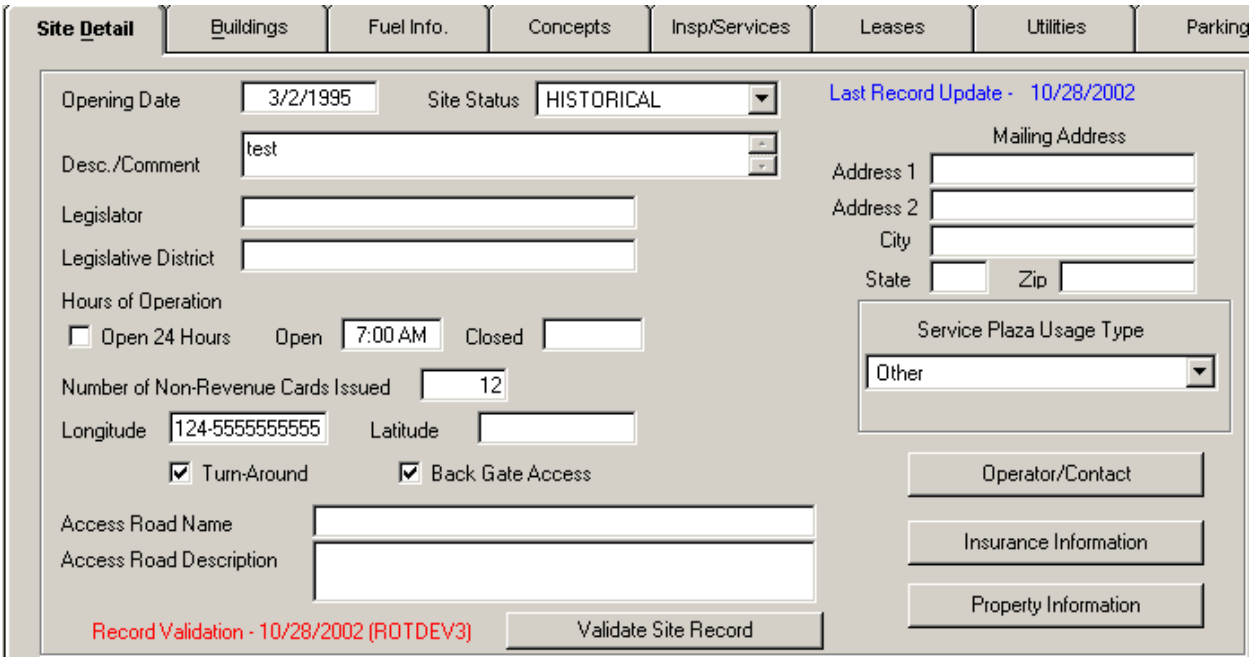
Maint. District – A unique numerical representation for the Maintenance District that the site resides in. The value of this field is dependent upon the route and milepost values. The following guide should be used to enter this value:

- If Route = T and Milepost >= 0.00 and Milepost <=100.00 then Maintenance District = 1
- If Route = T and Milepost >=100.01 and Milepost <= 200.00 then Maintenance District = 2
- If Route = T and Milepost >= 200.01 and Milepost <= 300.00 then Maintenance District = 3
- If Route = T and Milepost >= 300.01 and Milepost <= 359.10 then Maintenance District = 4
- If Route = A and Milepost >= 20.00 and Milepost <= 32.84 then Maintenance District = 4
- If Route = A and Milepost >= 32.85 then Maintenance District = 5
- If Route = B, G or M then Maintenance District = 1

Site Type: A unique identifier for the type of site. The valid values are available in a drop down list.

Located Between: These two fields identify the Exits that the site falls between. You cannot edit either of these fields.

E. SITE DETAIL INFORMATION



Fields Available:

Opening Date: A date field that represents when the site opened. The date should be formatted as follows: MM/DD/YYYY.

Site Status: Represents the current status of the Site. The valid values are available in the drop down list.

Desc./Comment: A free form field that allows you to enter any additional comments about the site.

Legislator: The name of the Legislator who is responsible for the area the site is located.

Legislative District: A unique numerical representation for the district of the legislator listed in the legislator field.

Hours of Operation: There are two options with this field. You can choose the Check box marked Opened 24 Hours or you can enter the Open and Closed times into the appropriate fields. After you enter a value it will be formatted in the following format: HH:MM AM/PM

Number of Non-Revenue Cards Issued: A numeric value for the number of cards issued for the site. The value must be a number.

Longitude: A numeric value that represents the geographical Longitude of the site.

Latitude: A numeric value that represents the geographical Latitude of the site

Turn Around: A check box that should be checked if there is a turn around at this site.

Back Access Gate: A check box that should be checked if there is a back access gate at the site.

Access Road Name: The road name given to the access road if there is one at the site.

Access Road Description: Any comments that you feel are necessary to describe the access road.

Mailing Address: Contains the Street Address (Address 1 and Address 2), the City, State and Zip Code for the Site.

If the Site Type = Service Plaza

Service Plaza Usage: The value represents the usage type for this service plaza. The valid values are available in a drop down list.

If the Site Type = Toll Plaza or Interchange

Park and Ride Available: A check box that should be checked if there is Park and Ride service available.

Buttons Available:

OPERATOR/CONTACT Button- Opens the Contact Information form. For more details on the Contact Information form please refer to Chapter 6 Section A.

INSURANCE INFORMATION Button – Opens the Insurance Information form. For more details on the Insurance Information form please refer to Chapter 6 Section B.

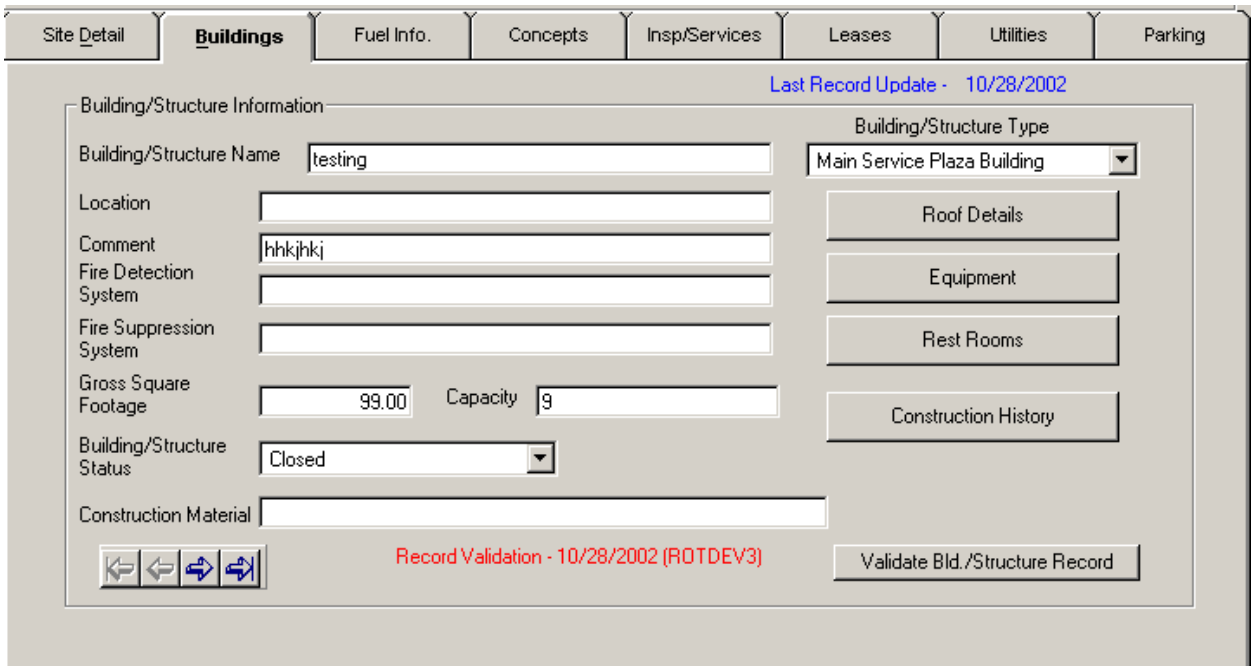
PROPERTY INFORMATION Button – Opens the Property Information form. For more details on the Property Information form please refer to Chapter 6 Section C.

VALIDATE SITE RECORD Button - Will change the validation label based upon the user logged on and the current system date:

If the Site Type = Toll Plaza or Interchange

TOLL PLAZA COLLECTION INFO Button - Opens the Toll Plaza Collection Information form. For more details on the Toll Plaza Collection Information form please refer to Chapter 6 Section D.

F. BUILDINGS INFORMATION



The buildings tab contains a record for each of the buildings on the site.

Fields Available:

Building/Structure Name: A text field that contains the name of the Building.

Building/Structure Type: The Type of building. The valid values are available in the drop down list.

Location: A text field that contains the location on the site where the building is located.

Comment: A text field containing any additional comments regarding the Building.

Fire Detection System: Provides an explanation of the Fire Detection system.

Fire Suppression System: Provides an explanation of the Fire Suppression system.

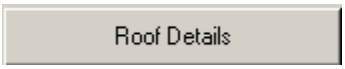
Gross Square Footage: A numerical value representing the Square Footage of the building.

Capacity: A numerical value representing the legal number of people that can be in the building.

Building/Structure Status: The status of the building. The valid values are available in the drop down list.

Construction Material: A text field describing the materials used in the construction of the building.

Buttons Available:



ROOF DETAILS Button- Opens the Roof Details form. For more details on the Roof Details form please refer to Chapter 6 Section E.

EQUIPMENT Button – Opens the Equipment form. For more details on the Equipment form please refer to Chapter 6 Section F.

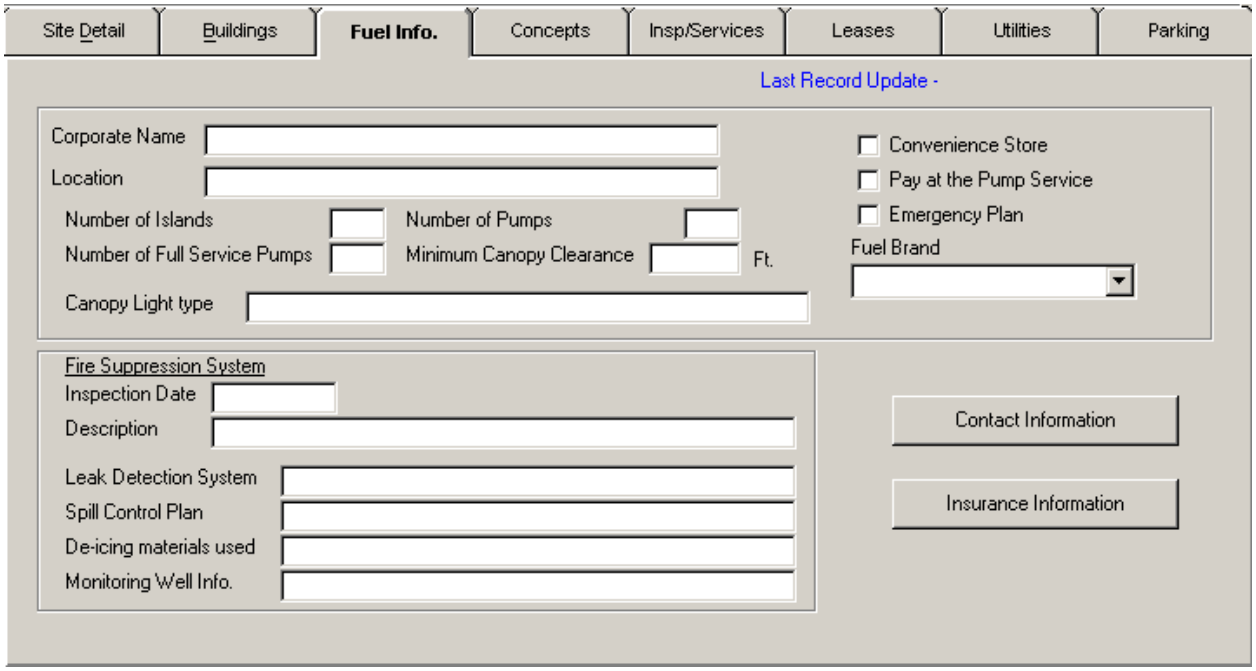
REST ROOMS Button- Opens the Rest Rooms form. For more details on the Rest Rooms form please refer to Chapter 6 Section G.

CONSTRUCTION HISTORY Button- Opens the Construction History form. For more details on the Construction History form please refer to Chapter 6 Section H.

VALIDATE BLD/STRUCTURE RECORD Button - Will change the validation label based upon the user logged on and the current system date:

RECORD NAVIGATION Buttons – Allow you to scroll through the buildings for the Site. These navigation buttons function in the same manner as the main navigation buttons.

G. FUEL INFORMATION



Fields Available:

Corporate Name: A text field representing the corporate name of the Fuel company used at this site.

Location: A text field representing the location at the site where the fuel station is located.

Number of Islands: A numerical value representing the Number of Islands at the site.

Number of Pumps: A numerical value representing the Number of Pumps as the site.

Number of Full Service Pumps: A numerical value representing the Number of Full Service Pumps at the site.

Minimum Canopy Clearance: A numerical value representing the canopy clearance in feet.

Canopy Light Type: A text field that identifies the light type used on the canopy.

Convenience Store Check Box: Click the check box if there is a convenience store at the site.

Pay at the Pump Service Check Box: Click the check box if there is pay at the pump service at the site.

Emergency Plan: Click the check box if there is an Emergency Plan at the site.

Fuel Brand: The brand of fuel used at the site. The valid values are available in the drop down list.

Inspection Date: The last date that the Fire Suppression system was inspected. The date should be formatted as follows: MM/DD/YYYY.

Description: A text field that describes the Fire Suppression system.

Leak Detection System: A text field that describes the Leak Detection System.

Spill Control Plan: A text field that describes the Spill Control Plan.

De-Icing Materials Used: A text field that lists the de-icing materials that are used.

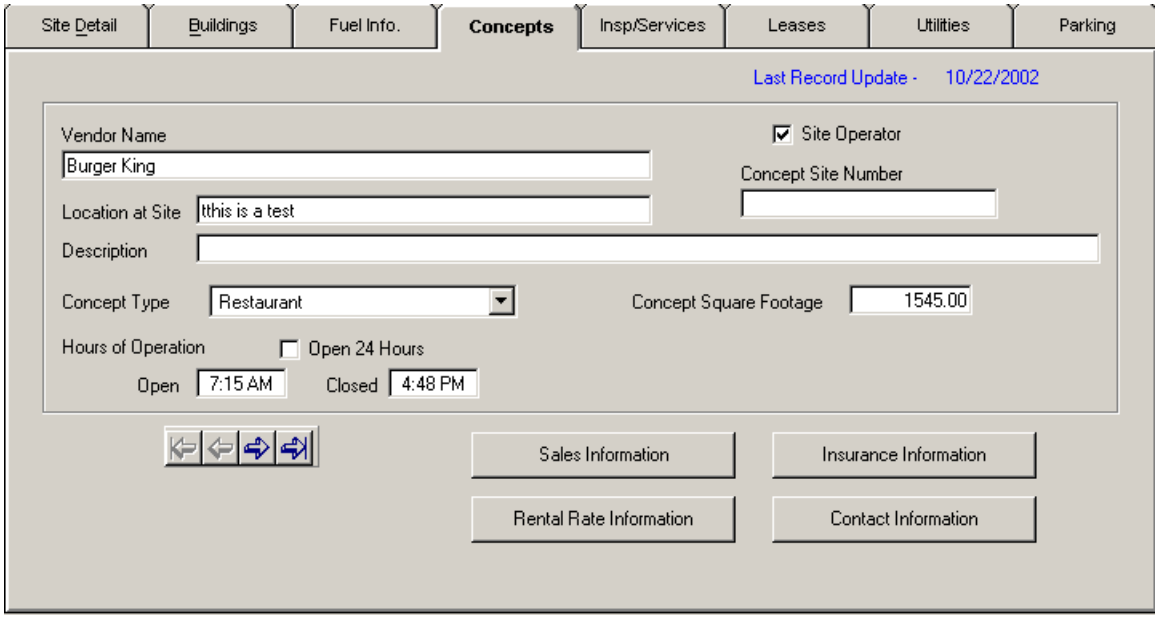
Monitoring Well Info: A text field that describes the monitoring well information.

Buttons Available:

OPERATOR/CONTACT Button- Opens the Contact Information form. For more details on the Contact Information form please refer to Chapter 6 Section A.

INSURANCE INFORMATION Button – Opens the Insurance Information form. For more details on the Insurance Information form please refer to Chapter 6 Section B.

H.CONCEPTS INFORMATION



Fields Available:

Vendor Name: A text field representing the name of the Vendor.

Site Operator Check Box: Determines whether there is a site operator for this vendor.

Location as Site: A text field used to describe the location of the vendor at the Site.

Concept Site Number: A text field that represents the site number for the vendor.

Description: A text field that describes the service the vendor provides.

Concept Type: The Type of Concept that the vendor is. The valid values are available in the drop down list.

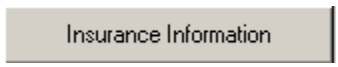
Concept Square Footage: The total square footage that the concept resides on. The value must be numeric.

Hours of Operation: There are two options with this field. You can choose the Check box marked Opened 24 Hours or you can enter the Open and Closed times into the appropriate fields. After you enter a value it will be formatted in the following format: HH:MM AM/PM

Buttons Available:

SALES INFORMATION Button- Opens the Sales Information form. For more details on the Sales Information form please refer to Chapter 6 Section I.

RENTAL RATE INFORMATION Button- Opens the Rental Rate Information form. For more details on the Rental Rate Information form please refer to Chapter 6 Section J.

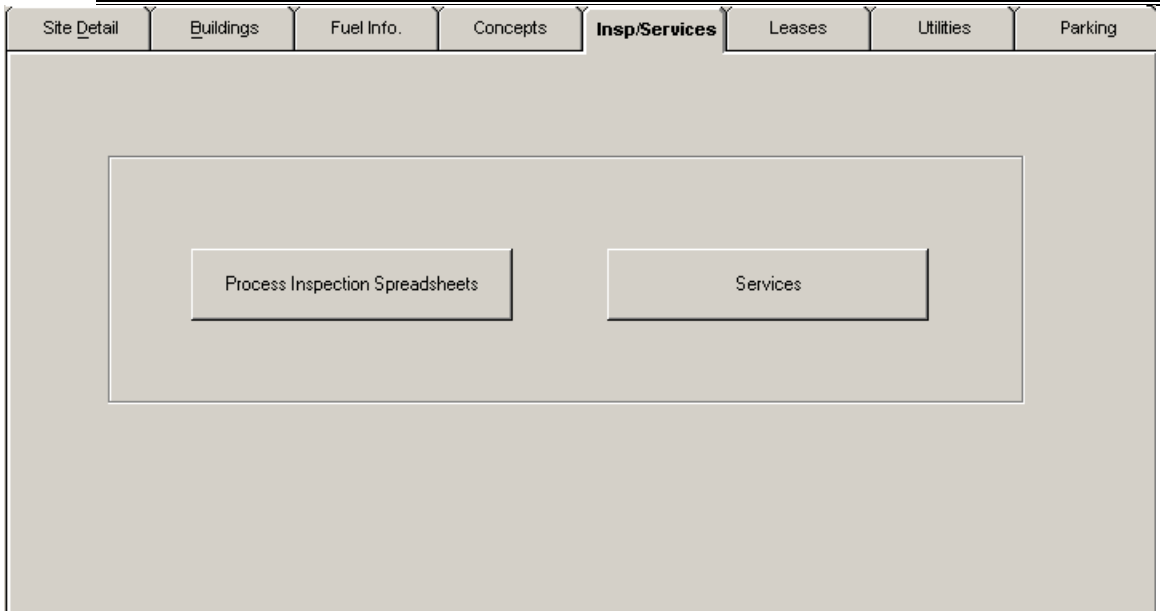


INSURANCE INFORMATION Button – Opens the Insurance Information form. For more details on the Insurance Information form please refer to Chapter 6 Section B.

CONTACT INFORMATION Button- Opens the Contact Information form. For more details on the Contact Information form please refer to Chapter 6 Section A.

RECORD NAVIGATION Buttons – Allows you to scroll through the concepts for the Site. These navigation buttons function in the same manner as the main navigation buttons.

I. INSPECTIONS AND SERVICES INFORMATION

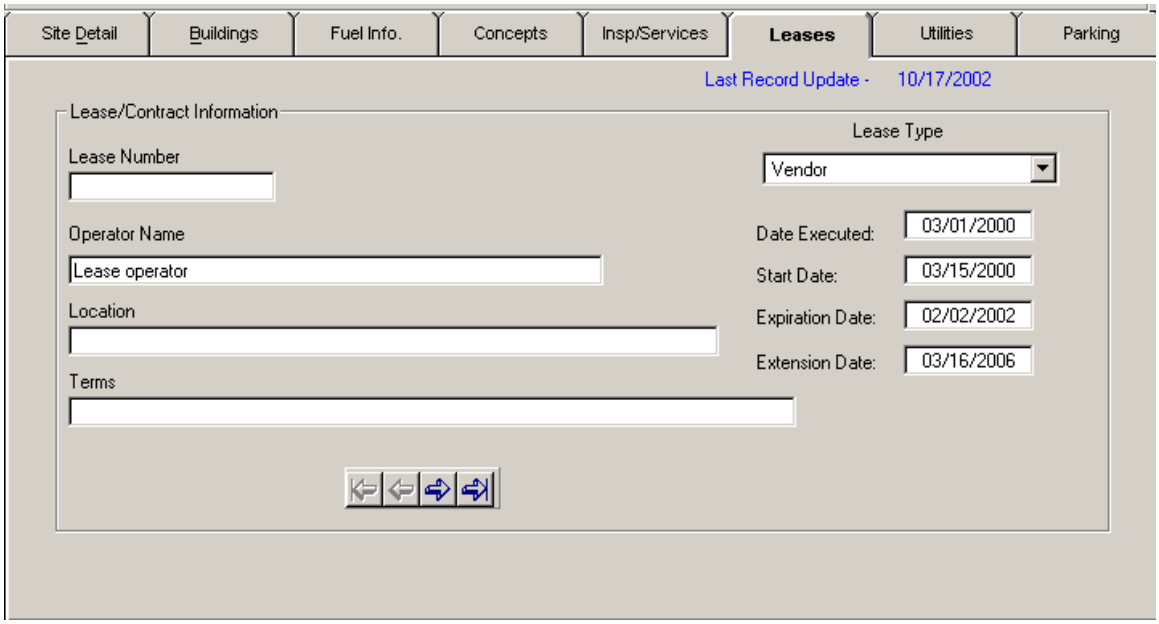


Buttons Available:

PROCESS INSPECTION SPREADSHEETS Button - Opens the Process Inspections form. For more details on the Process Inspections form please refer to Chapter 6 Section K.

SERVICES Button - Opens the Services form. For more details on the Services form please refer to Chapter 6 Section L.

J. LEASE INFORMATION



Fields Available:

Lease Number: A text field referencing the Lease Number that is associated with the lease.

Lease Type: The type of lease. The valid values are available in the drop down list.

Operator Name: A text field containing the name of the Operator the lease is associated with.

Location: A text field that represents the location associated with the lease.

Terms: A text field that describes the terms of the lease.

Date Entered: A date field that represents when the lease was entered into. The date should be formatted as follows: MM/DD/YYYY.

Start Date: A date field that represents when the lease started. The date should be formatted as follows: MM/DD/YYYY.

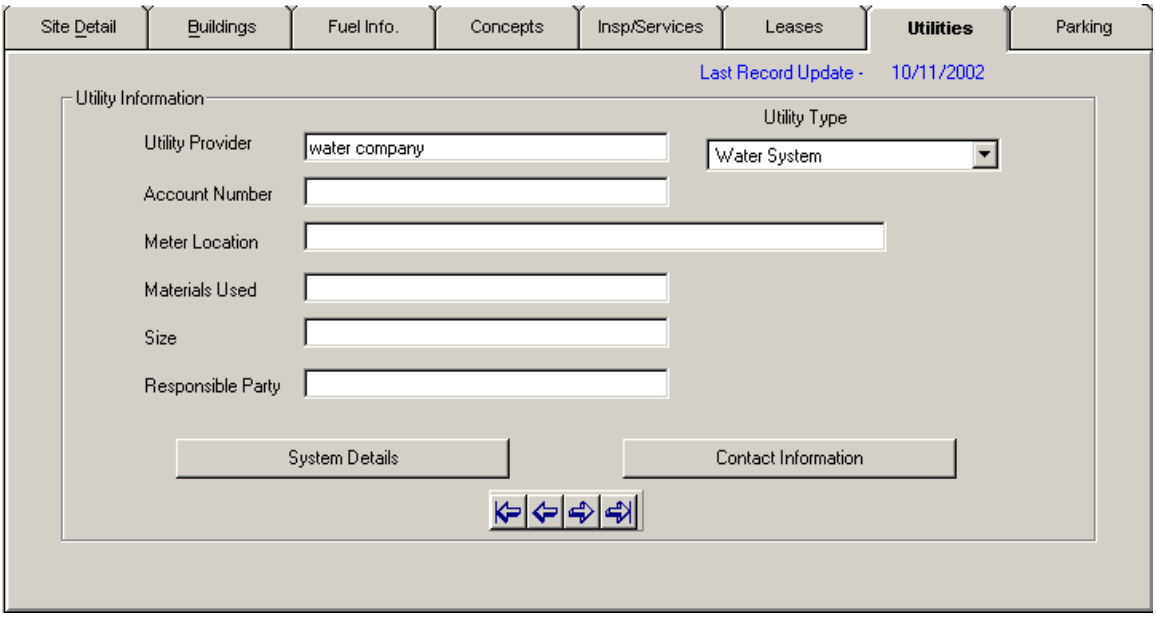
Expiration Date: A date field that represents when the lease will expire. The date should be formatted as follows: MM/DD/YYYY.

Extension Date: A date field that represents when the lease can be extended. The date should be formatted as follows: M/DD/YYYY.

Buttons Available:

RECORD NAVIGATION Buttons – Allows you to scroll through the leases for the Site. These navigation buttons function in the same manner as the main navigation buttons.

K. UTILITIES INFORMATION



Fields Available:

Utility Provider: A text field representing the name of the utility provider.

Utility Type: The type of utility. The valid values are available in the drop down list.

Account Number: A text field representing the account number for the lease.

Meter Location: A text field representing the location of the meter if this utility uses a meter.

Materials Used: A text field representing the materials used for the meter used by this utility.

Size: A text field representing the size of the meter for this utility, if a meter is used.

Responsible Party: A text field representing who is responsible for the meter if there's one for this utility.

Buttons Available:

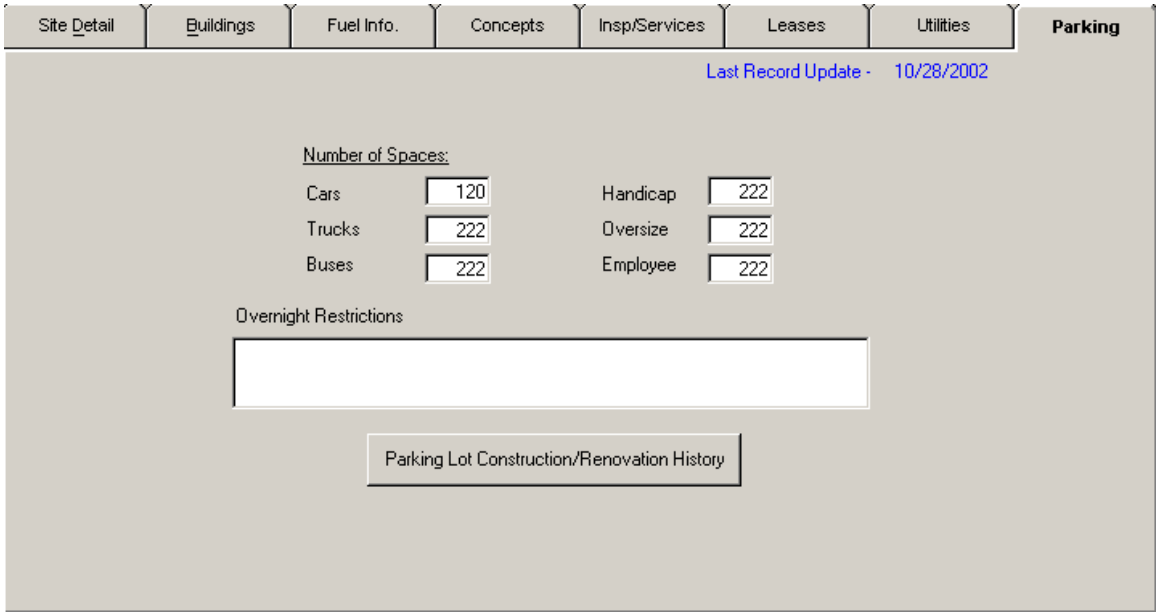
RECORD NAVIGATION Buttons – Allow you to scroll through the utilities for the Site. These navigation buttons function in the same manner as the main navigation buttons.

If the Utility Type = Water System

SYSTEM DETAILS Button - Opens the Water System Details form. For more details on the Water System Details form please refer to Chapter 6 Section M.

CONTACT INFORMATION Button- Opens the Contact Information form. For more details on the Contact Information form please refer to Chapter 6 Section A.

L. PARKING INFORMATION



Fields Available:

Number of Spaces:

Cars: The number of parking spaces for cars. This field must be a numeric value.

Trucks: The number of parking spaces for trucks. This field must be a numeric value.

Buses: The number of parking spaces for buses. This field must be a numeric value.

Handicap: The number of handicap parking spaces. This field must be a numeric value.

Oversize: The number of oversize parking spaces. This field must be a numeric value.

Employee: The number of employee parking spaces. This field must be a numeric value.

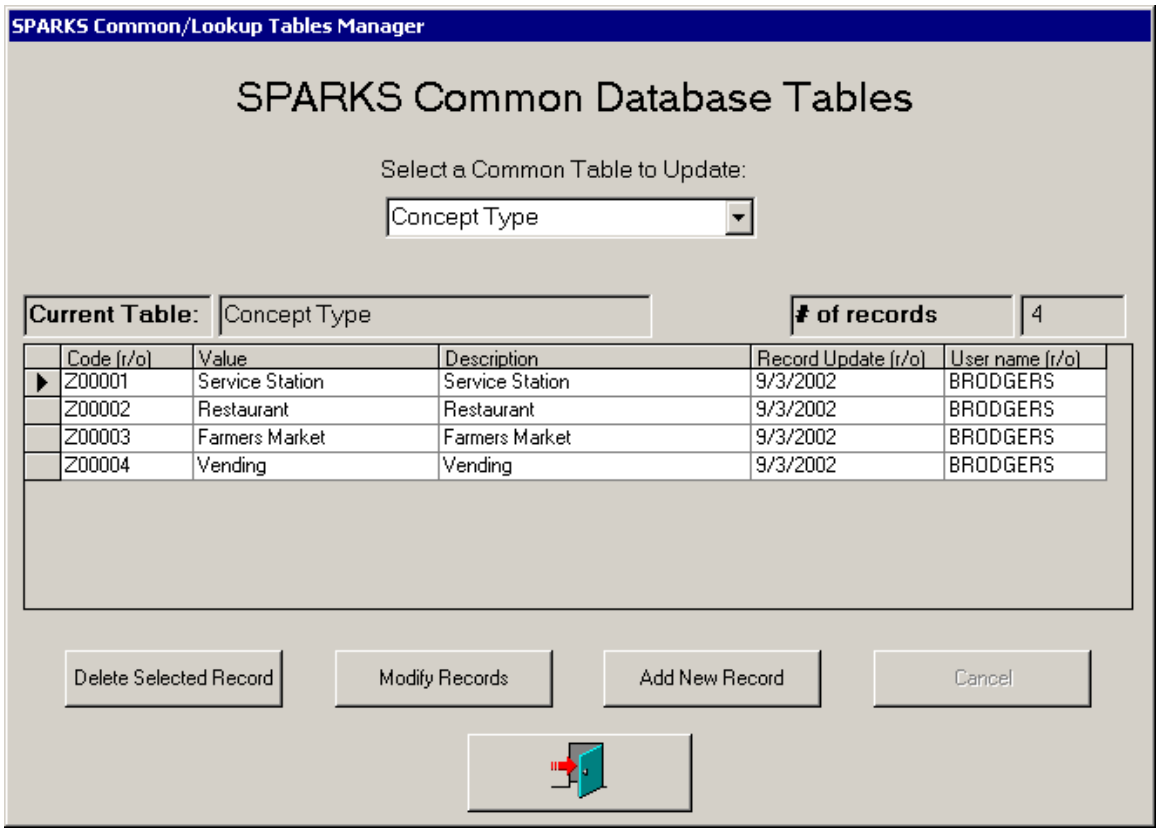
Overnight Restrictions: A text field describing any Overnight Restrictions that may exist.

Buttons Available:

PARKING LOT CONSTRUCTION/RENOVATION HISTORY Button - Opens the Parking Lot History form. For more details on the Parking Lot History form please refer to Chapter 6 Section N.

CHAPTER FIVE – MENU AND BUTTON BAR FUNCTIONALITY

A. EDITING COMMON LOOKUP TABLES



From the Common Table drop down list you choose the table that you want to edit.

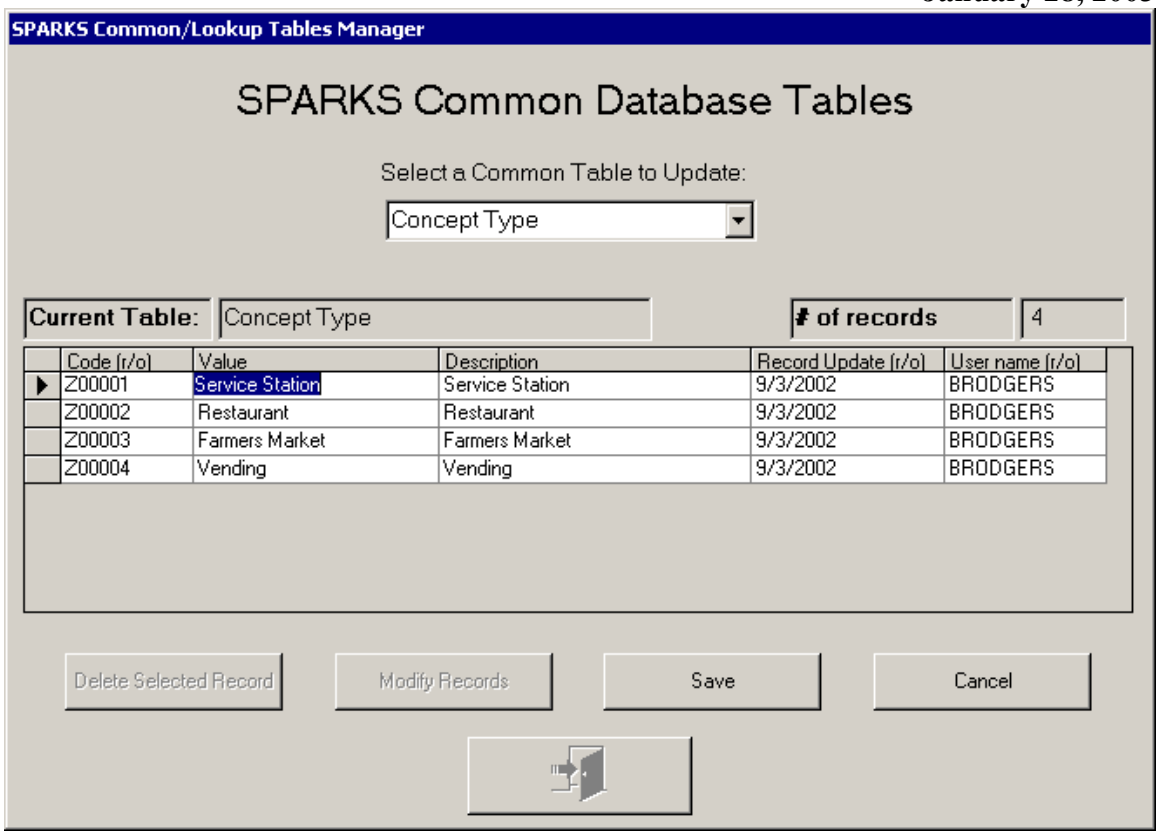
The four Text boxes listed below the Common Table drop down list let you know what table you are editing and the number of records that are currently in the table. In this example we are editing the Concept Type table and there are 4 records.

Code (r/o)	Value	Description	Record Update (r/o)	User name (r/o)
Z00001	Service Station	Service Station	9/3/2002	BRODGERS
Z00002	Restaurant	Restaurant	9/3/2002	BRODGERS
Z00003	Farmers Market	Farmers Market	9/3/2002	BRODGERS
Z00004	Vending	Vending	9/3/2002	BRODGERS

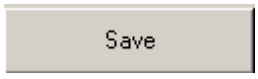
The data grid below the four label text boxes shows the value of all the records in the current table. To change the record you are currently pointing to you single click the small box next to the code field.

DELETE SELECTED RECORD Button – Whatever record you have chosen will be deleted when this button is clicked.

MODIFY RECORDS Button - Whatever record you have chosen will be available to edit when this button is clicked. The form will change as seen below.



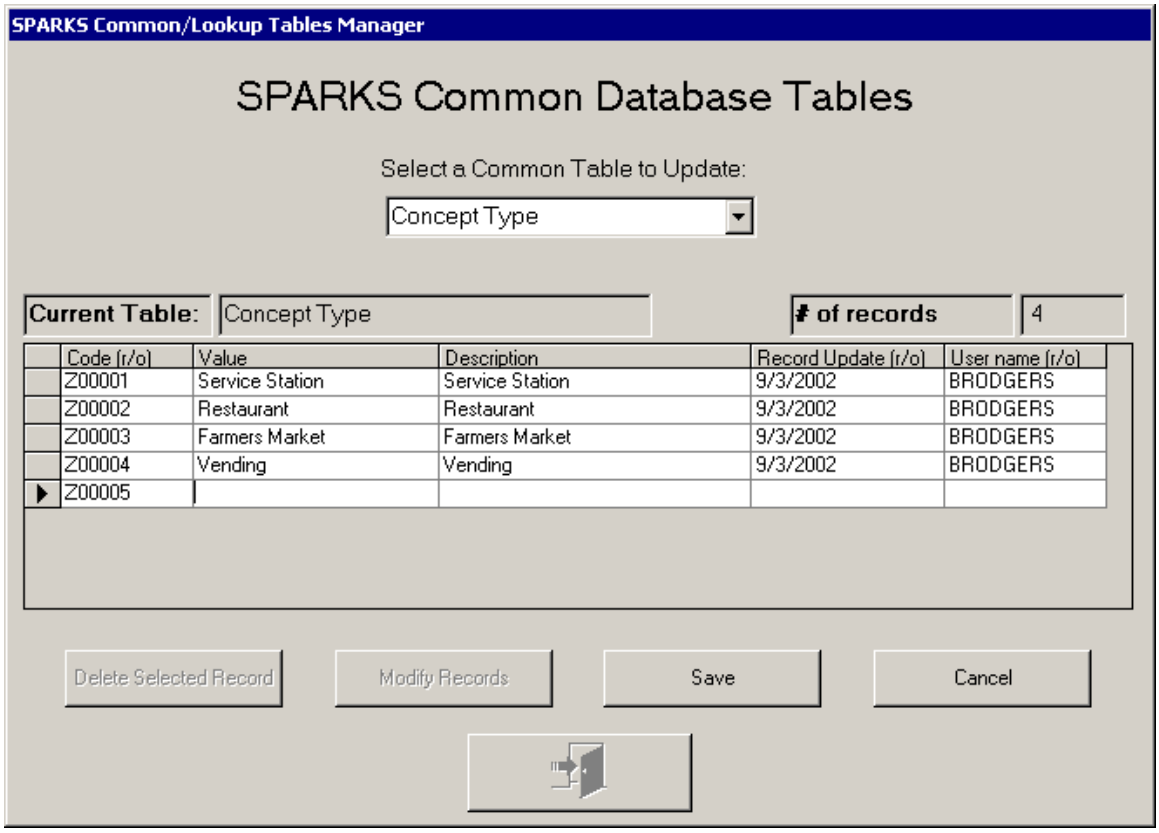
The *ADD RECORD* Button's caption is changed to *SAVE*, the *CANCEL* button is activated and the *DELETE SELECTED RECORD*, *MODIFY RECORDS* and *EXIT* buttons are disabled.



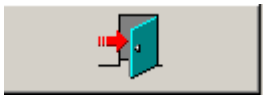
SAVE Button – Causes any changes that you have made to be made to the table. The *SAVE* button's caption will return to Add Record. The *CANCEL* button will be disabled. The *DELETE SELECTED RECORD*, *MODIFY RECORDS* and *EXIT* buttons will be enabled again.

CANCEL Button -Causes any changes that you have made to be lost. The *SAVE* button's caption will return to Add Record. The *CANCEL* button will be disabled. The *DELETE SELECTED RECORD*, *MODIFY RECORDS* and *EXIT* buttons will be enabled again.

ADD NEW RECORD Button – Will add an additional line in the data grid as seen below.



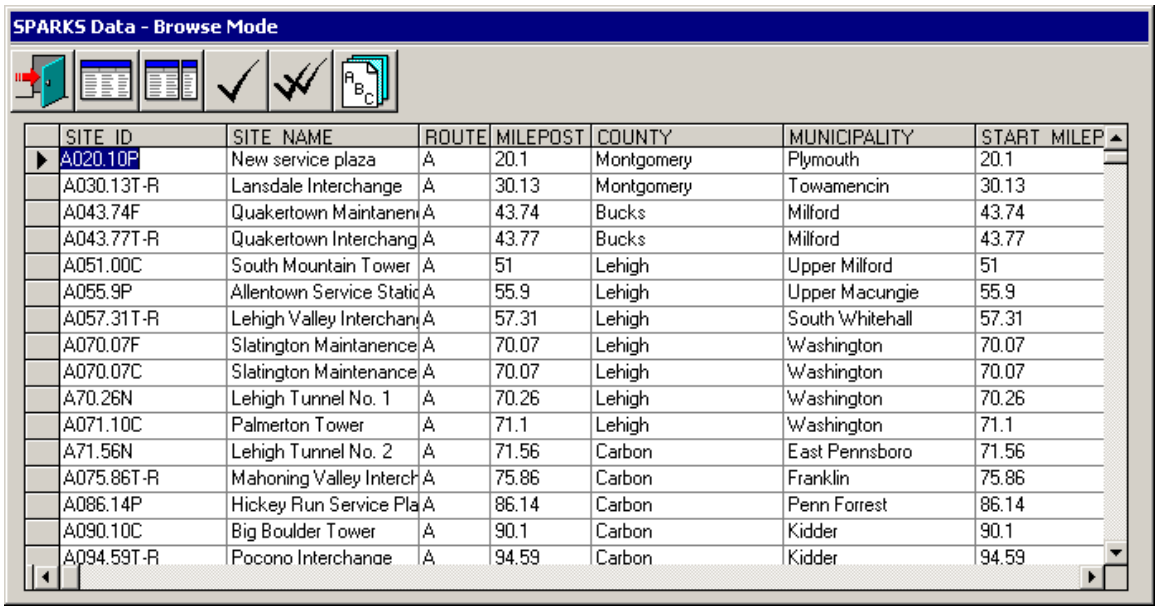
You will be able to enter a value into the Value and Description fields. To save the changes or cancel the changes see the SAVE and CANCEL buttons functionality on the previous page.



CLOSE Button – Will Close the Common Tables form and return control to the main form.

B. BROWSING RECORDS

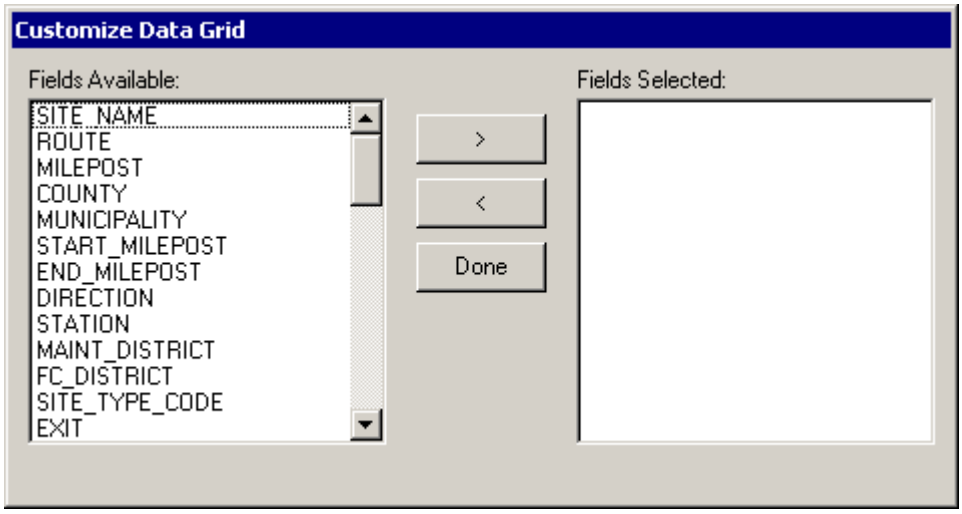
When the *BROWSE* Button is chosen from anywhere in the application the Browse Form will open:

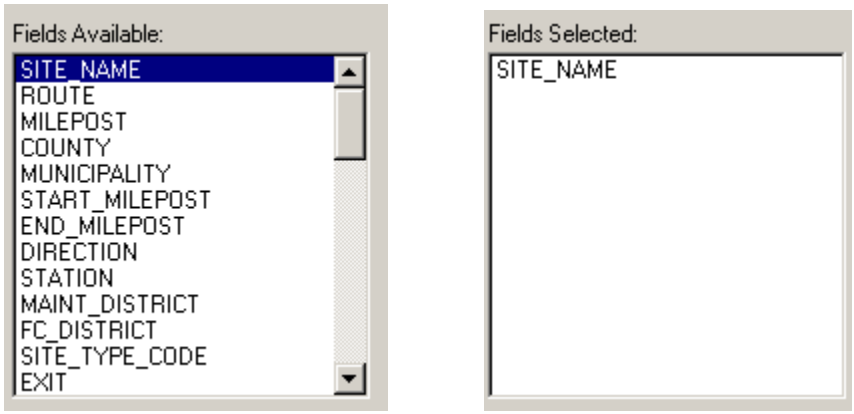


SITE_ID	SITE_NAME	ROUTE	MILEPOST	COUNTY	MUNICIPALITY	START_MILEP
A020.10P	New service plaza	A	20.1	Montgomery	Plymouth	20.1
A030.13T-R	Lansdale Interchange	A	30.13	Montgomery	Towamencin	30.13
A043.74F	Quakertown Maintanen	A	43.74	Bucks	Milford	43.74
A043.77T-R	Quakertown Interchang	A	43.77	Bucks	Milford	43.77
A051.00C	South Mountain Tower	A	51	Lehigh	Upper Milford	51
A055.9P	Allentown Service Statio	A	55.9	Lehigh	Upper Macungie	55.9
A057.31T-R	Lehigh Valley Interchan	A	57.31	Lehigh	South Whitehall	57.31
A070.07F	Slatington Maintanence	A	70.07	Lehigh	Washington	70.07
A070.07C	Slatington Maintenance	A	70.07	Lehigh	Washington	70.07
A70.26N	Lehigh Tunnel No. 1	A	70.26	Lehigh	Washington	70.26
A071.10C	Palmerton Tower	A	71.1	Lehigh	Washington	71.1
A71.56N	Lehigh Tunnel No. 2	A	71.56	Carbon	East Pennsboro	71.56
A075.86T-R	Mahoning Valley Interch	A	75.86	Carbon	Franklin	75.86
A086.14P	Hickey Run Service Pla	A	86.14	Carbon	Penn Forrest	86.14
A090.10C	Big Boulder Tower	A	90.1	Carbon	Kidder	90.1
A094.59T-R	Pocono Interchange	A	94.59	Carbon	Kidder	94.59

CLOSE Button – Will close the browse form and return you to the main form.

CUSTOMIZE BROWSE Button – Will open the customize Data Grid form.





Fields Available: A list of all the fields from the main SPARKS table.

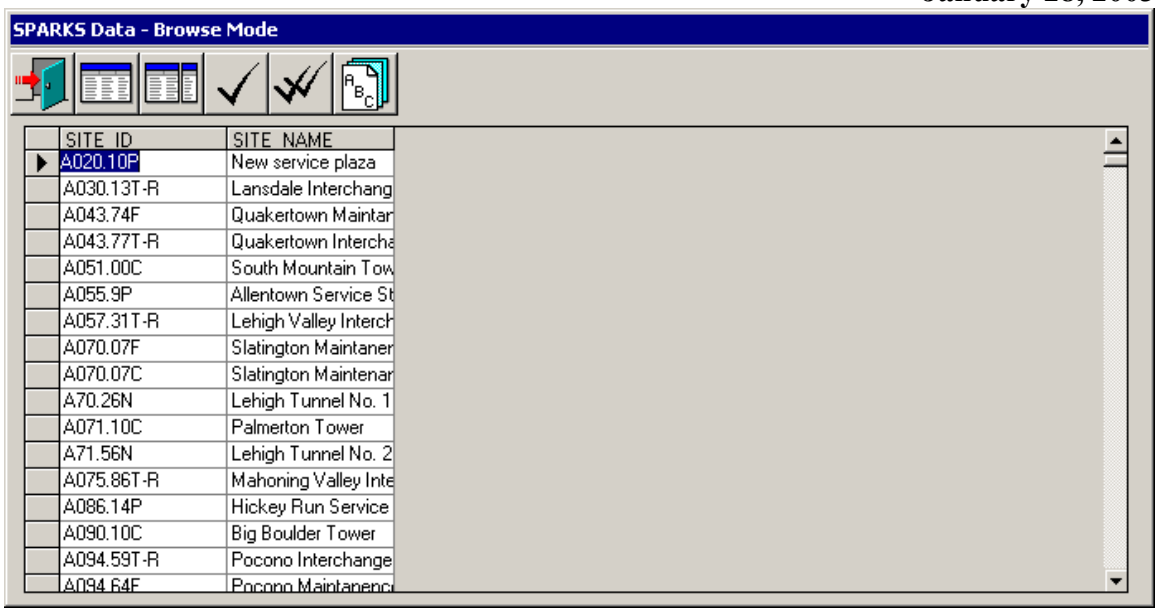
Fields Selected: A list of all the fields selected from the fields available list box.

Choose any of the values from the Fields available list box and use the buttons below.

Choose the > button to move the value from the list box on the left side to the list box on the right side. In this example the Site Name was moved to the right list box.

Choose the < button to move the value highlighted on the right side out of the list box.

Choose the Done button when you have completed making your selection. The screen shot below shows the result of the example above: (Site Name)



The data grid now shows only the Site_ID (This field will always show because it is the key) and the Site_Name (the field we chose from the customize browse form).

CUSTOMIZE ALL Button – Shows all fields from the database table if they are not all showing.

SELECTION Button – Opens the Query form. For more details on the how to run a query, please refer to Chapter 4 Section C.

SELECT ALL Button – If you have limited the records you are viewing using the Selection button this button will allow you to view all records again.

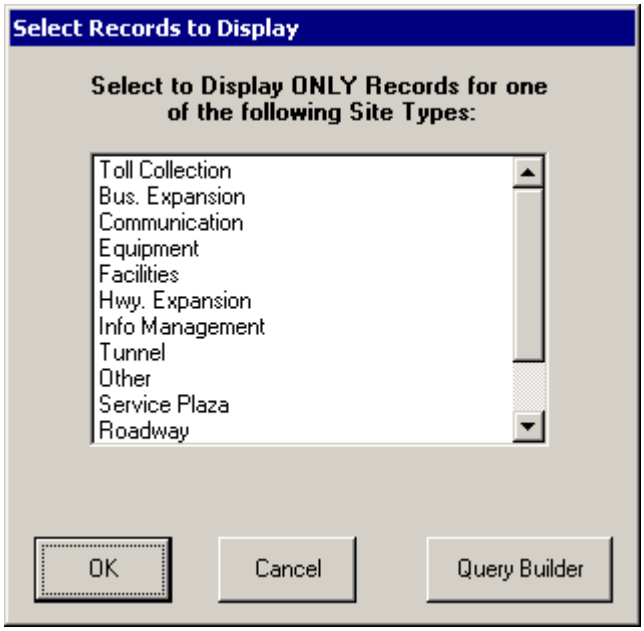
SORT Button - Opens the Sort Form. For more details on how to sort records, please refer to Chapter 4 Section D.

SITE_ID	SITE_NAME	ROUTE	MILEPOST	COUNTY	MUNICIPALITY	START_MILEP
A020.10P	New service plaza	A	20.1	Montgomery	Plymouth	20.1
A030.13T-R	Lansdale Interchange	A	30.13	Montgomery	Towamencin	30.13
A043.74F	Quakertown Maintanen	A	43.74	Bucks	Milford	43.74
A043.77T-R	Quakertown Interchang	A	43.77	Bucks	Milford	43.77
A051.00C	South Mountain Tower	A	51	Lehigh	Upper Milford	51
A055.9P	Allentown Service Statio	A	55.9	Lehigh	Upper Macungie	55.9
A057.31T-R	Lehigh Valley Interchan	A	57.31	Lehigh	South Whitehall	57.31
A070.07F	Slatington Maintanence	A	70.07	Lehigh	Washington	70.07
A070.07C	Slatington Maintenance	A	70.07	Lehigh	Washington	70.07
A70.26N	Lehigh Tunnel No. 1	A	70.26	Lehigh	Washington	70.26
A071.10C	Palmerton Tower	A	71.1	Lehigh	Washington	71.1
A71.56N	Lehigh Tunnel No. 2	A	71.56	Carbon	East Pennsboro	71.56
A075.86T-R	Mahoning Valley Interch	A	75.86	Carbon	Franklin	75.86
A086.14P	Hickey Run Service Pla	A	86.14	Carbon	Penn Forrest	86.14
A090.10C	Big Boulder Tower	A	90.1	Carbon	Kidder	90.1
A094.59T-R	Pocono Interchange	A	94.59	Carbon	Kidder	94.59

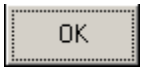
The data grid shows all the records in the table unless a customization has been done by using the select button or the customize data grid button.

C. RUNNING A QUERY

When the Selection Button is chosen from the main form the Select Record form opens:



Choose the Site Type you are interested in from the List box by single clicking it.

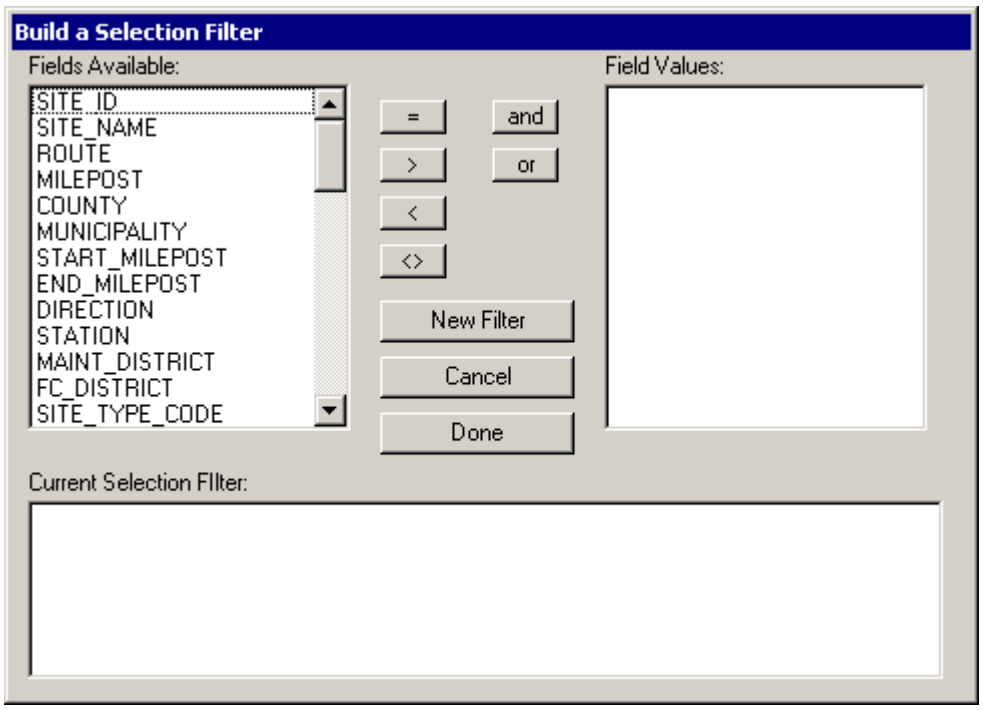


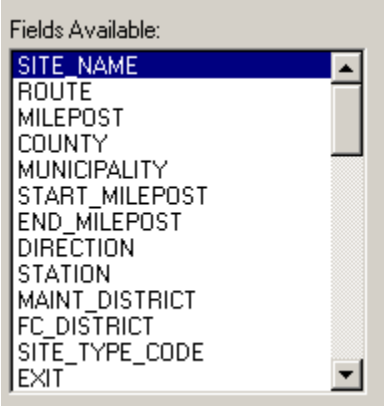
OK Button – Will run a query to find the records that have a Site Type matching the value you chose from the list box. If no records are found the following message will show. If records are found the form will close and only records of that Site Type will be displayed.

CANCEL Button – Will close the Select Records form and return control to the main form.

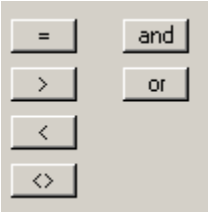
If you wish to run a query to find a more specific record or group of records use this button.

QUERY BUILDER Button – Will open the build query form.





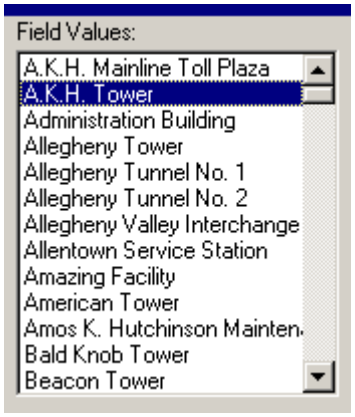
The fields available list box shows the names for each of the fields in the main SPARKS table. Choose the field you wish to run a query against by single clicking the field. In this example Site_Name has been chosen.



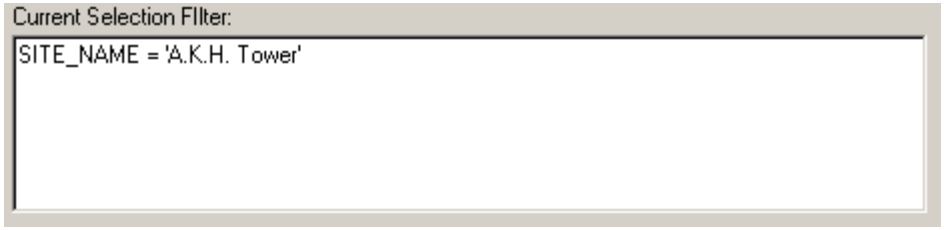
The *OPERATOR* buttons that are between the Fields Available and the Field Values list boxes are used to create the query. In the example here we are using the Site Name field so we will choose the equal button by single clicking it.

Note: In most (but not all) cases the Equal button would be used for a Text field, the greater than, less than, equal and not equal buttons will be used for Numeric fields.

The and/or buttons are used to build more complex queries. See the Complex Query result example below.



When a field is chosen from the Fields Available List Box, the Field Values List box will fill with all of the unique values that are found for that field in the main SPARKS table. To choose a value from the list single click it. In this example A.K.H Tower has been chosen.



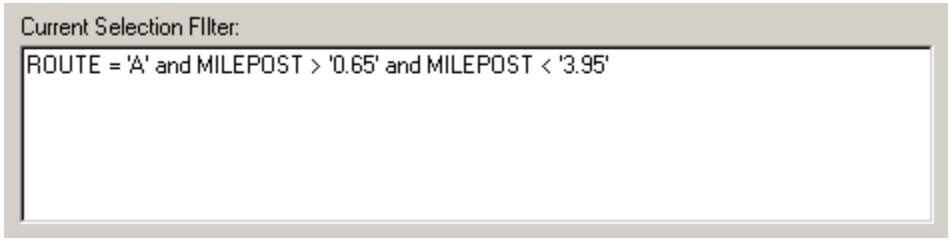
The Query statement you are building will show in the Current Selection Filter text box.

DONE Button – Will complete the Query based upon the results in the Current Selection Filter text box. If there are errors that are preventing the query from running they will appear. The Query Builder form will close returning control to the main form, displaying only the records that match the Selection Filter from above.

NEW FILTER Button – Will clear the Current Selection Filter text box and allow you to build a new query.

CANCEL Button – Will clear the Current Selection Filter text box, close the query builder form and return control to the main form.

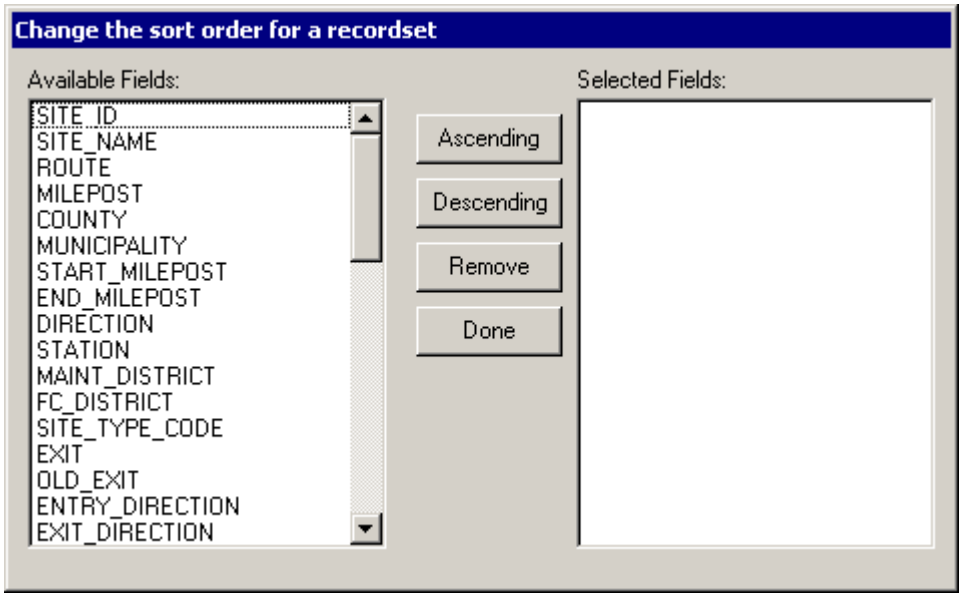
COMPLEX QUERY STATEMENT:

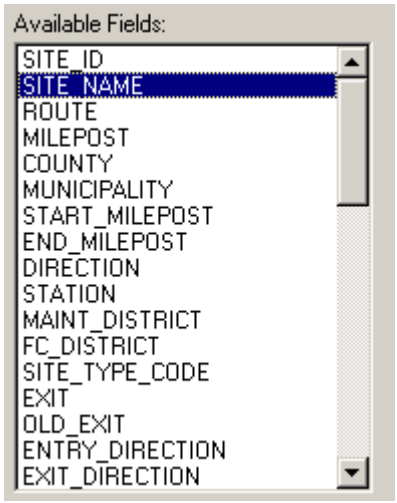


The statement above shows the use of the *AND* operator button.

D.SORTING RECORDS

When the *SORT* Button is chosen from anywhere within the application the Sorting form will open:





The fields available list box shows the names for each of the fields in the main SPARKS table. Choose the field you wish to sort on by single clicking the field. In this example Site_Name has been chosen.

ASCENDING Button – When this button is clicked the field highlighted in the fields available and the letters ASC will be moved into the selected fields list box.

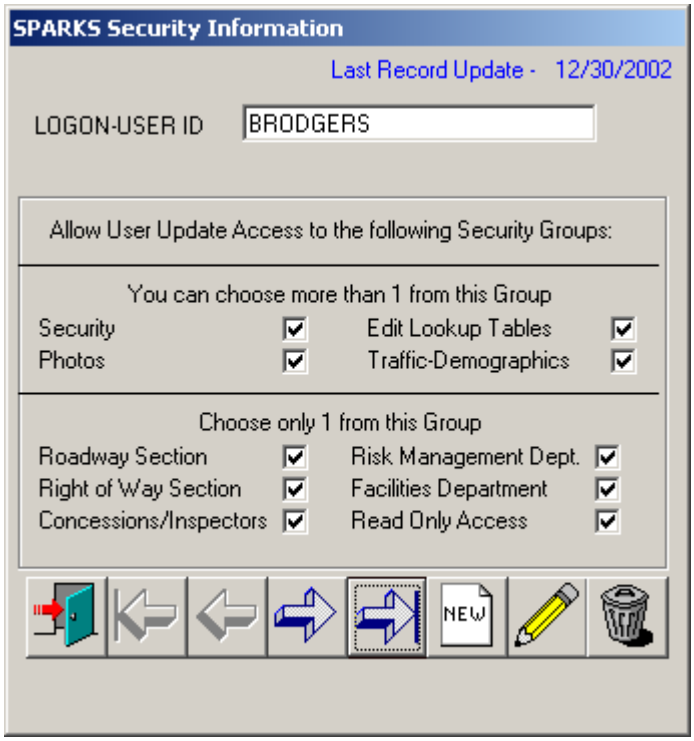
DESCENDING Button – When this button is clicked the field highlighted in the fields available and the letters DESC will be moved into the selected fields list box.

REMOVE Button – This button is used to remove fields from the selected fields list box. To remove a field, single click it and use this button.

DONE Button – This button will close the SORT form, any sorting options in the selected fields list box will be processed and control will be returned to the main form.

The selected fields list box shows the results of the sort statements you have selected.

E. APPLICATION SECURITY



Fields Available:

Note: You can choose one or more of the following options

Logon-user id: The users NT logon id. This is usually your first initial and your first 7 letters of your last name (or your entire last name if it is less than 7 characters).

Examples: Matthew McConnell – User id = MMCCONNE (last name > 8 characters)

Robert Smith – User id = RSMITH (last name < 8 characters)

Security Check Box: Check the box if the user should have the ability to add, update or delete users from the security table. Note: Only the owner of the application, a backup and IT developers will usually have this checked.

Photos Check Box: Check the box if the user should have the ability to add, update or delete photo information. This check box determines if the *PHOTOS* Button appears on the button bar.

Traffic-Demographics Check Box: Check the box if the user should have the ability to add Traffic or Demographic statistics. This check determines if the Enter New Traffic Counts and Enter New Demographics Administrative menu options are grayed out.

Edit Lookup Tables Check Box: Check the box if the user should have the ability to add, update and delete Lookup table information. This check box determines if the Edit Lookup Tables Administrative Menu option is grayed out.

Note: You can choose ONLY ONE of the following options:

Roadway Section Check Box: Check the box if the user is a member of the Roadway Section Edit group. This check box determines if the *EDIT, NEW* and *DELETE* buttons appear in the button bar.

Right of Way Check Box: Check the box if the user is a member of the Right of Way Edit Group

Concessions/Inspectors Check Box: Check the box if the user is a member of the Concessions/Inspectors Edit Group.

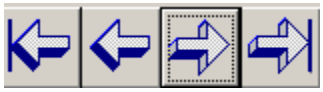
Risk Management Department Check Box: Check the box if the user is a member of the Risk Management Department Edit group.

Facilities Department Check Box: Check the box if the user is a member of the Facilities Department Edit Group.

Read Only Check Box: Check the box if the user has read only access to the application.

Buttons Available:

CLOSE Button – Will close the security form and return control to the main form.



RECORD NAVIGATION Buttons – Allow you to scroll through the records in the Security table. These buttons function in the same manner as all the other *RECORD NAVIGATION* buttons in the application.

NEW Button – Will clear all the fields allowing you add a new user.

EDIT Button – Will unlock the fields so that you can change the values.

DELETE Button – Will prompt you to be sure you want to delete the current user.

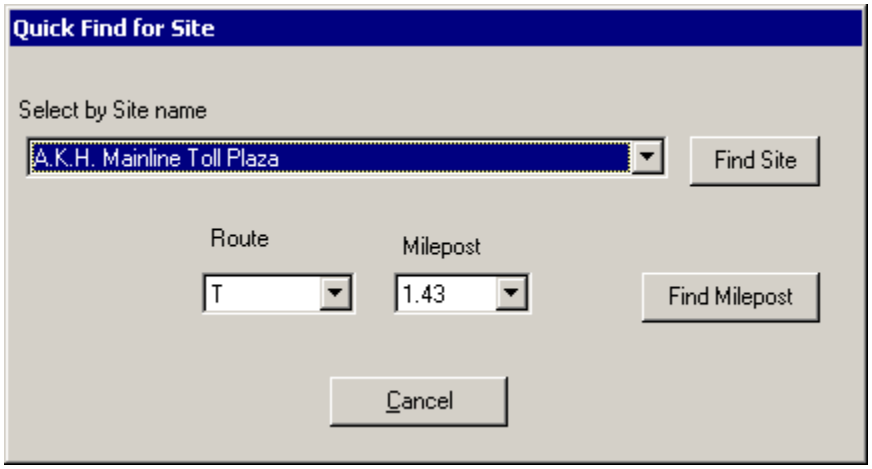
If you click the *YES* Button the record will be deleted. If you click the *NO* Button the record will remain in the database.

SAVE Button - This button will appear after you have hit the *NEW* button or the *EDIT* button. When this button is clicked any field changes will be saved to the database.

CANCEL Button – This button will appear after you have hit the *NEW* button or the *EDIT* button. When this button is clicked any field changes will be lost and any original field values will be restored.

F. QUICK FIND

If the *QUICK FIND* Button is clicked from the button bar, the Quick Find form will open:



Select by Site Name drop down list: Choose the site that you want to move to from the list by clicking the and single clicking the site name from the list.

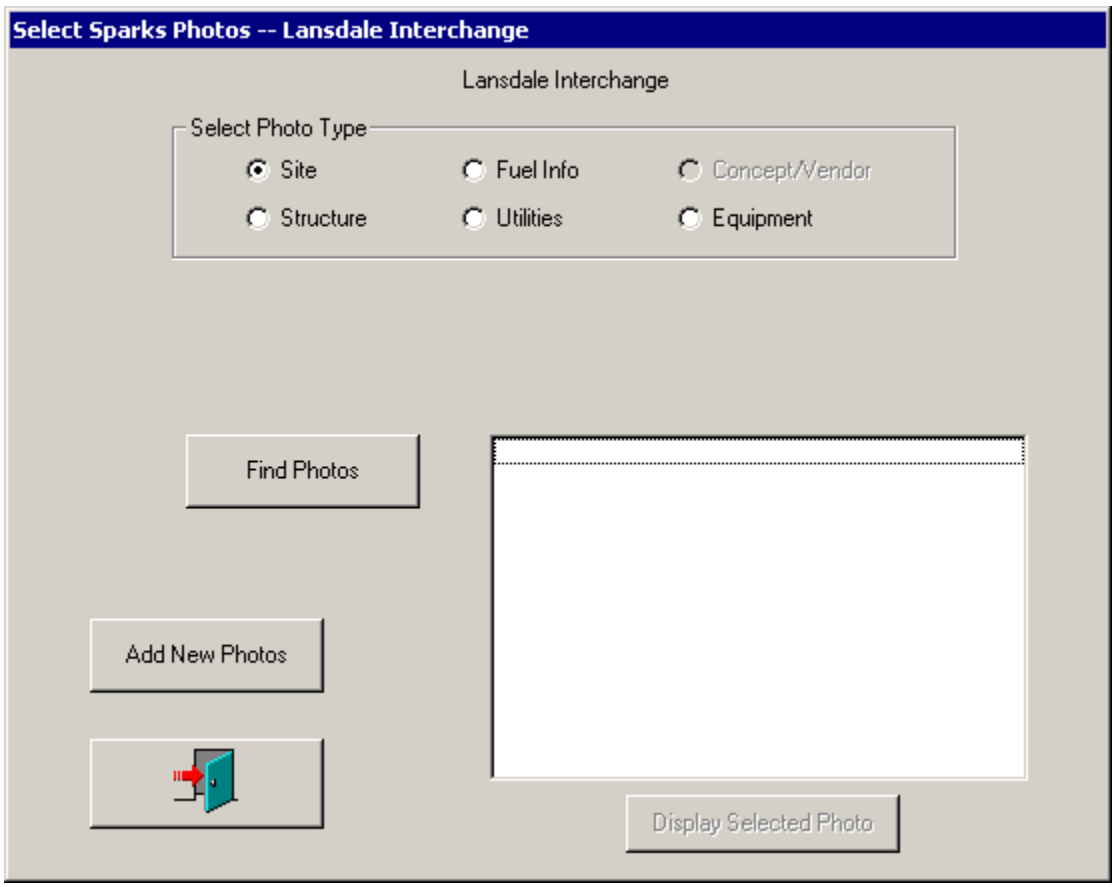
FIND SITE Button – Will move the record pointer to the site that matches the site name form the Site Name drop down list. The Quick Find form will close and control will be returned to the main form. The site with the site name chosen will now be displaying on the main form.

Route drop down list and Milepost drop down list: Choose a Route and Milepost value by clicking on the next to each and single clicking the values you wish to find.

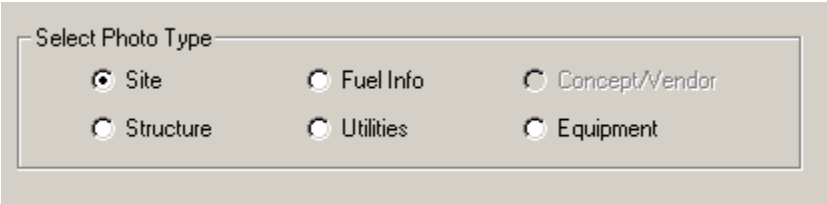
FIND MILEPOST Button – Will move the record pointer to the site that matches the route and milepost values chosen for the drop down lists. The Quick Find form will close and control will be returned to the main form. The site with the route and milepost values chosen will now be displaying on the main form.

G.DEALING WITH PICTURES

If the PICTURES Button is clicked, the Select Sparks photos form will open:

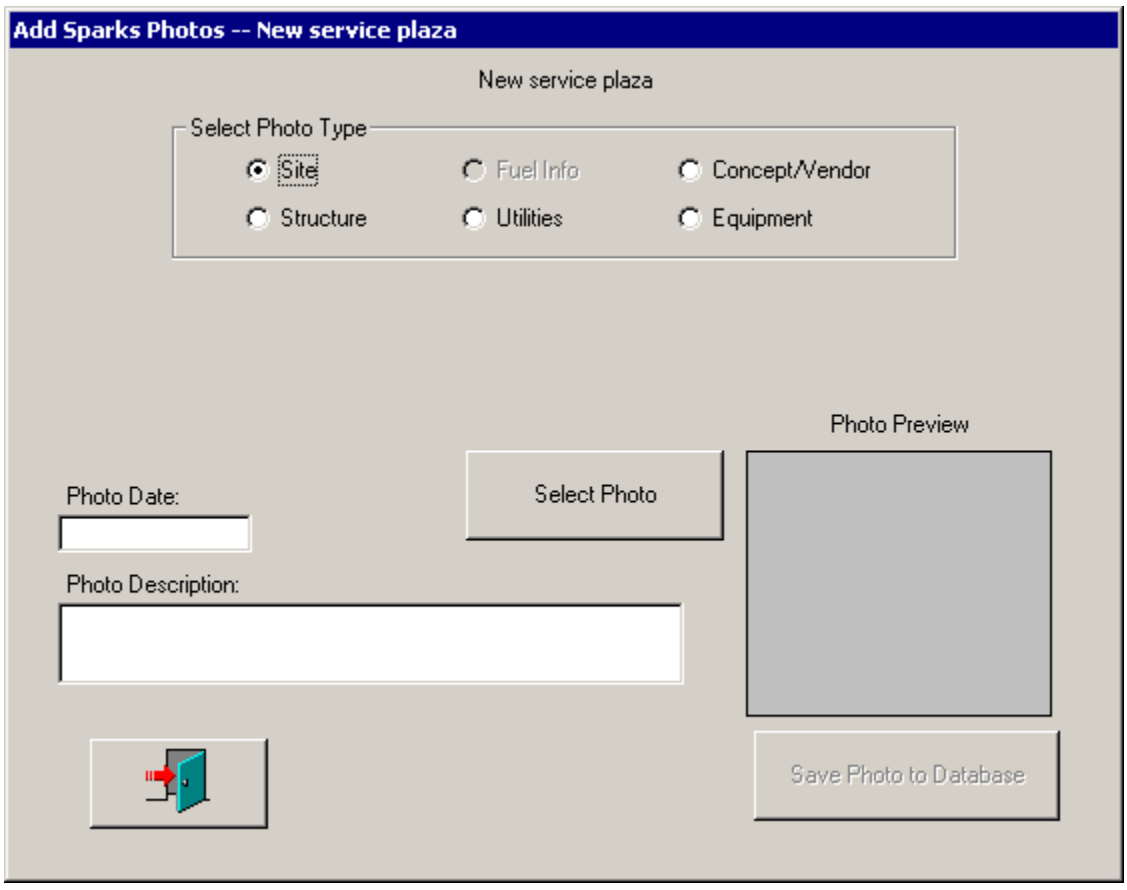


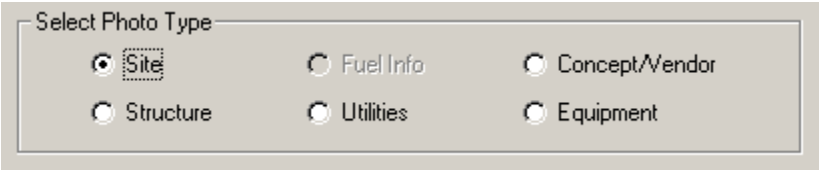
A label in the top middle of the form displays the name of the site that you are currently residing on.



The first thing you must do, is select the Photo Type that interests you. Notice that some of the Photo types may be grayed out because they are not relevant to the Site. In this example, we are looking at an Interchange so Concepts/Vendors are not relevant.

ADD NEW PHOTOS Button- will open the Add Sparks photos form:





Much like the main photos form you choose the Photo type that you want to add.

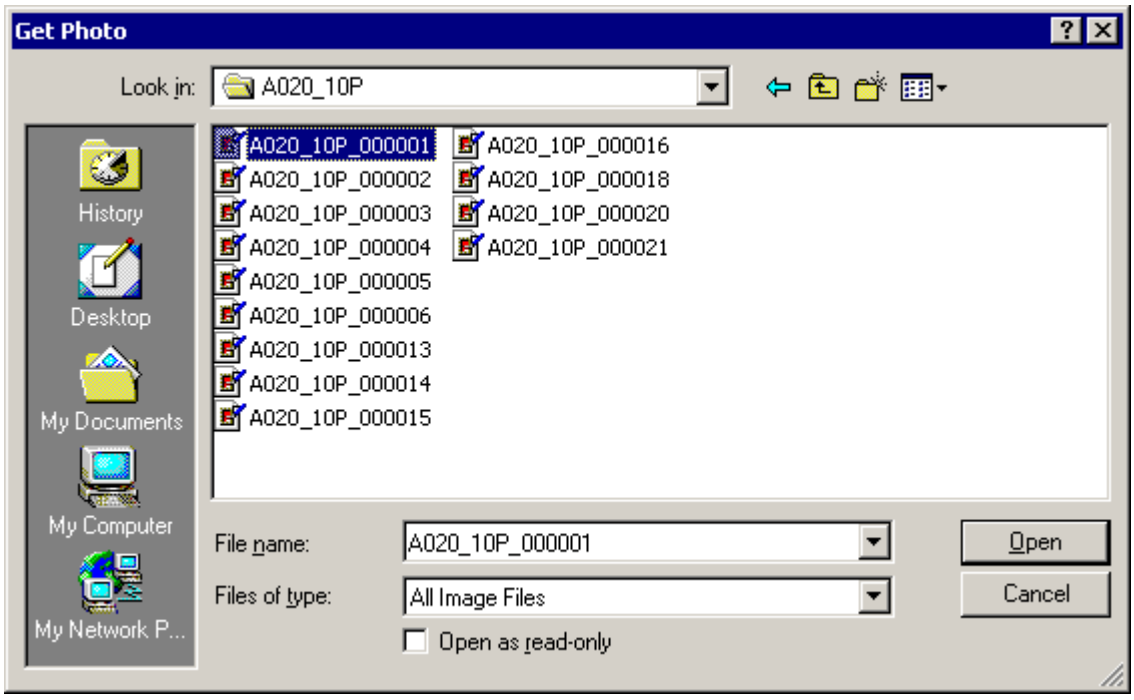
Fields Available:

Photo Date: The date the photo was taken. Must be in MM/DD/YYYY format.

Photo Description: A brief description of what the photo is showing.

Buttons Available:

SELECT PHOTO Button – Will open the Open Common Dialogue.



You should navigate to find the photo you want to add. And click the

Button.

If you want to close this form without adding a picture choose the

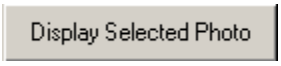
Button.

Once you find the photo you want to add it will appear in the Photo Preview. After you enter a photo date and photo description you can click the *SAVE PHOTO TO DATABASE* Button.

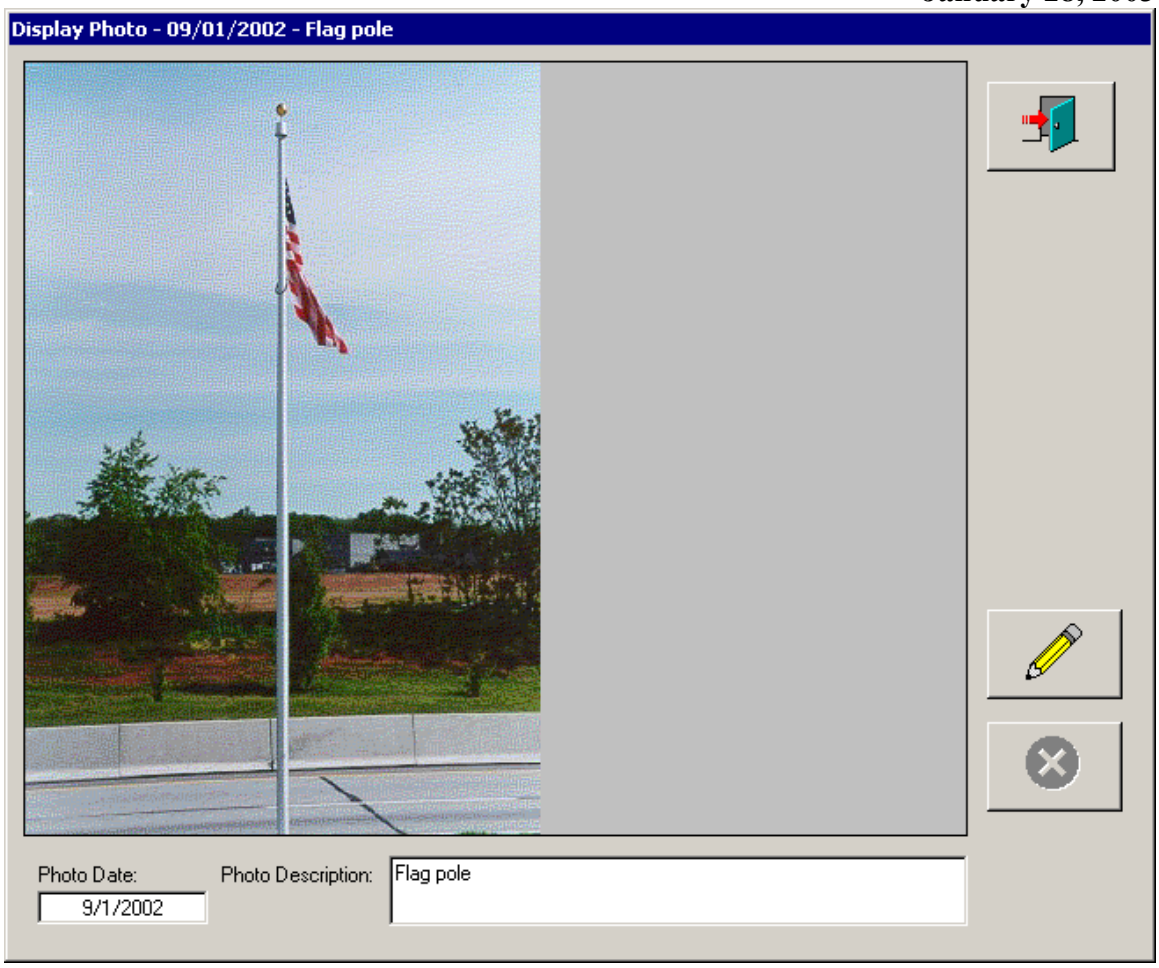
SAVE PHOTO TO DATABASE Button – Will save the location of the photo, the photo date and description to the Photos database table.

FIND PHOTOS Button will find all the photos that are associated with the Site based upon the Photo Type and display a list of them in the list box.

09/01/2002 - Flag pole
09/12/2002 - test
09/01/2002 - Burger King
09/11/2002 - Burger King
08/01/2001 - Out side photo of the grass. See the p
07/08/2002 - Boiler
10/21/2002 - test matt
01/01/2001 - tESTING ANOTHER PHOTO
10/18/2002 - Flag Pole
10/18/2002 - test
02/18/2002 - brad
10/10/2002 - test
10/10/2002 - Test photo



DISPLAY SELECTED PHOTO Button – will open the display photo form.



Fields Available:

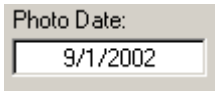
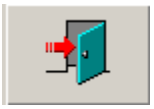


Photo Date: The date the photo was taken. Must be in MM/DD/YYYY format.

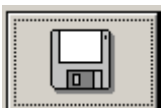
Photo Description: A brief description of what the photo is showing.

Buttons Available:



CLOSE Button – Will close the Display Photo form and return full control to the Select Sparks Photo form.

EDIT Button – Will allow you to change the photo date or photo description fields.



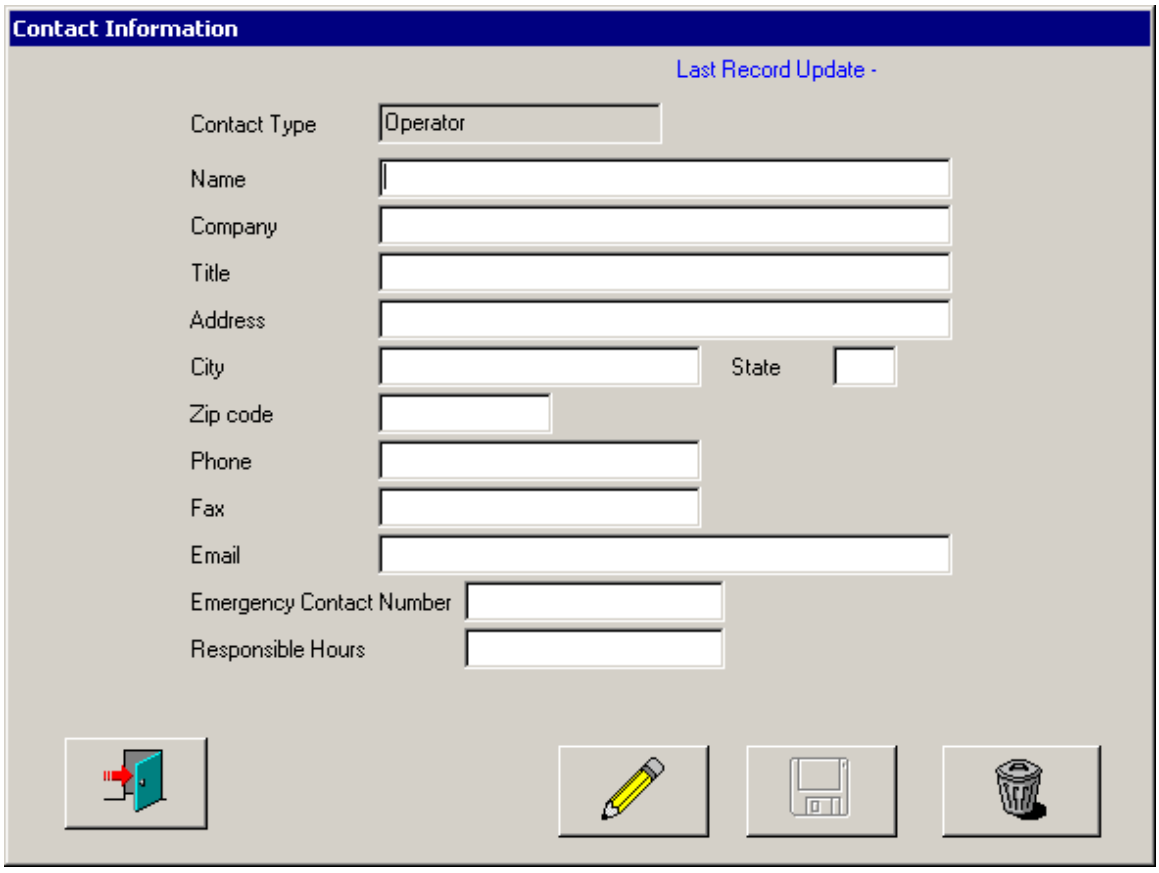
SAVE Button – The *EDIT* Button changes to this button when it is clicked. This button will save any changes to the photo date or photo description to the database.

CANCEL Button – Is enabled when the *EDIT* Button is clicked. This button will remove any changes that were made to the photo date or photo description fields without saving them.

CHAPTER SIX – ADDITIONAL FORMS

A. CONTACT INFORMATION FORM

The Contact information form contains important contact information for the Site and its related data. The form can be accessed from the Site Detail Tab, Fuel Info Tab, Concepts Tab, Utilities Tab, Insurance Information Form and Roof Details Information form.



Fields Available:

Contact Type: This value will change based upon the tab that you access the form from:

- Site Detail Tab – Operator
- Fuel Info Tab – Fuel
- Concepts – Vendor
- Utilities – Utility
- Insurance Information Form – Insurance
- Roof Details Information Form - Warranty

Name: The full name of the Contact.

Company: The company name for the Contact

Title: The job title of the Contact

Address: The Address of the Contact Includes:

- **City**
- **State**
- **Zip**

Phone: The phone number at which the Contact can be reached.

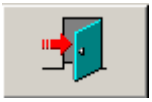
Fax: The fax number at which the Contact can receive faxes.

Email: The email address at which the Contact receives emails.

Emergency Contact Number: In the event of an emergency this is an additional number the Contact should be reached at.

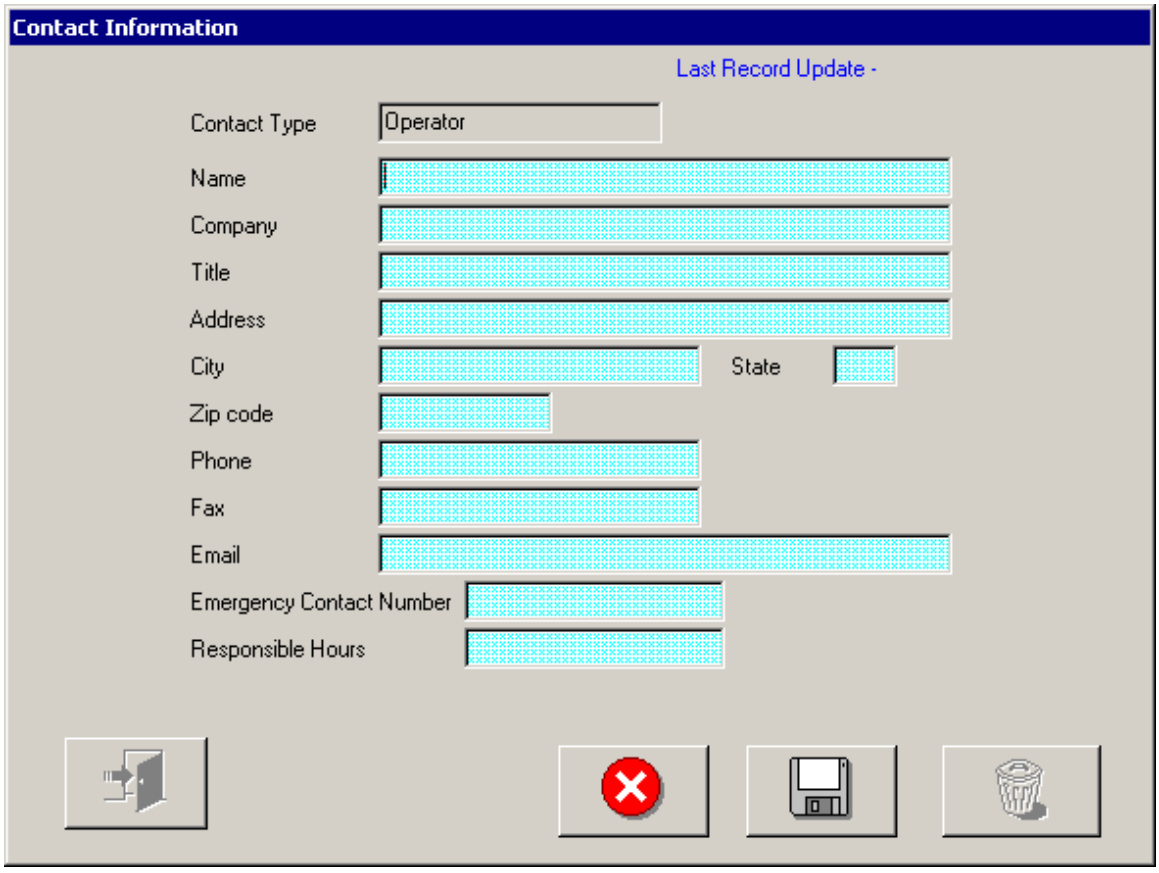
Responsible Hours: The hours that the Contact is responsible and can be contacted during.

Buttons Available:

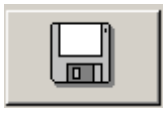


EXIT Button – Will Close the Contact Information Form and return control to the main form.

EDIT Button – Will change any field that can be changed to a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

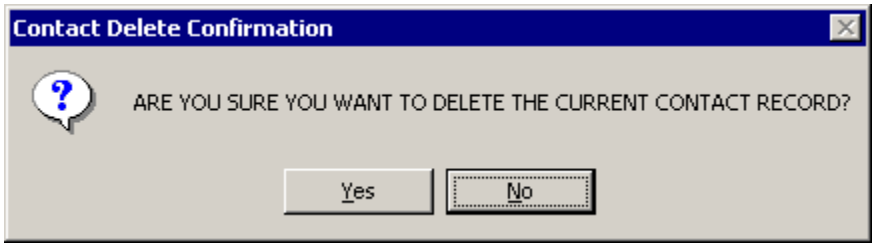


CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

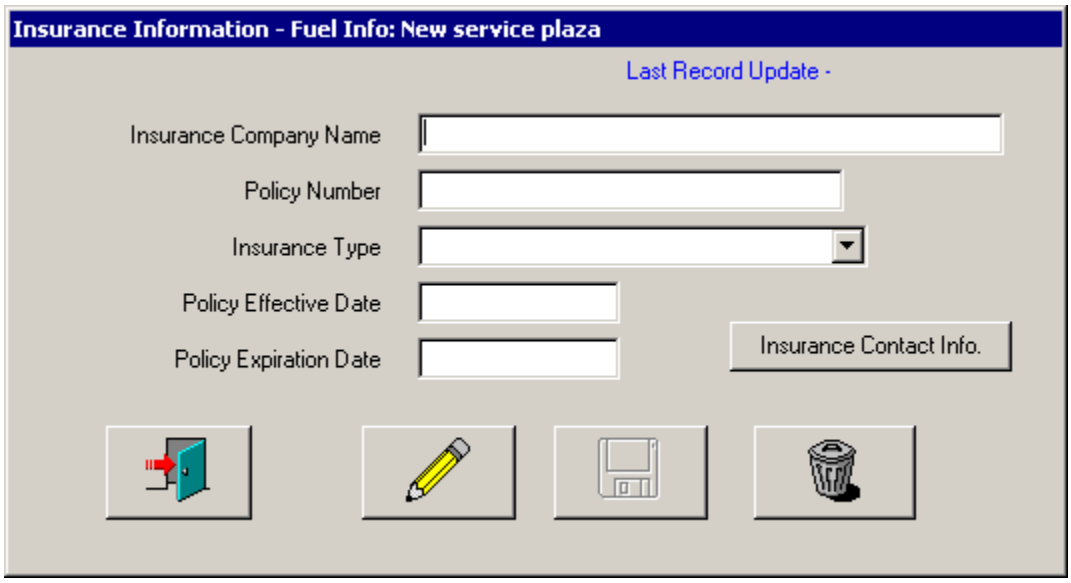
DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

B. INSURANCE INFORMATION FORM

The Insurance information form contains important insurance information for the Site and its related data. The form can be accessed from the Site Detail Tab, Fuel Info Tab and the Concepts tab.



Fields Available:

Insurance Company Name: The full name of the Insurance Company.

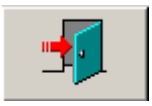
Policy Number: The number related to the policy held by the Turnpike Commission.

Insurance Type: A drop down list of the types of Insurance. All valid values are contained in the drop down list.

Policy Effective Date: The date the Policy took effect. The format of the date is MM/DD/YYYY.

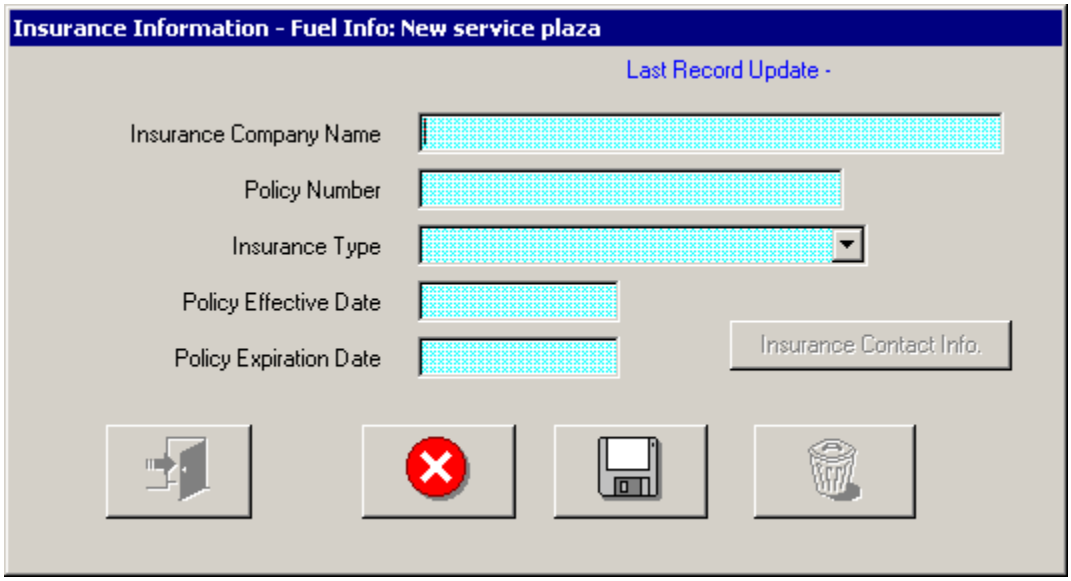
Policy Expiration Date: The date the Policy will expire. The format of the date is MM/DD/YYYY.

Buttons Available:

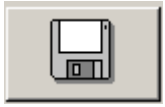


EXIT Button – Will Close the Insurance Information Form and return control to the main form.

EDIT Button – Will change any field that can be changed to a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

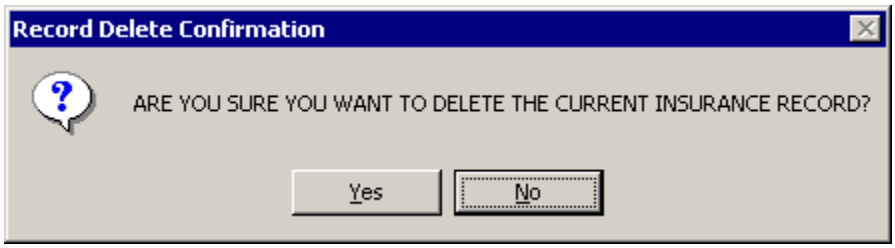


CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

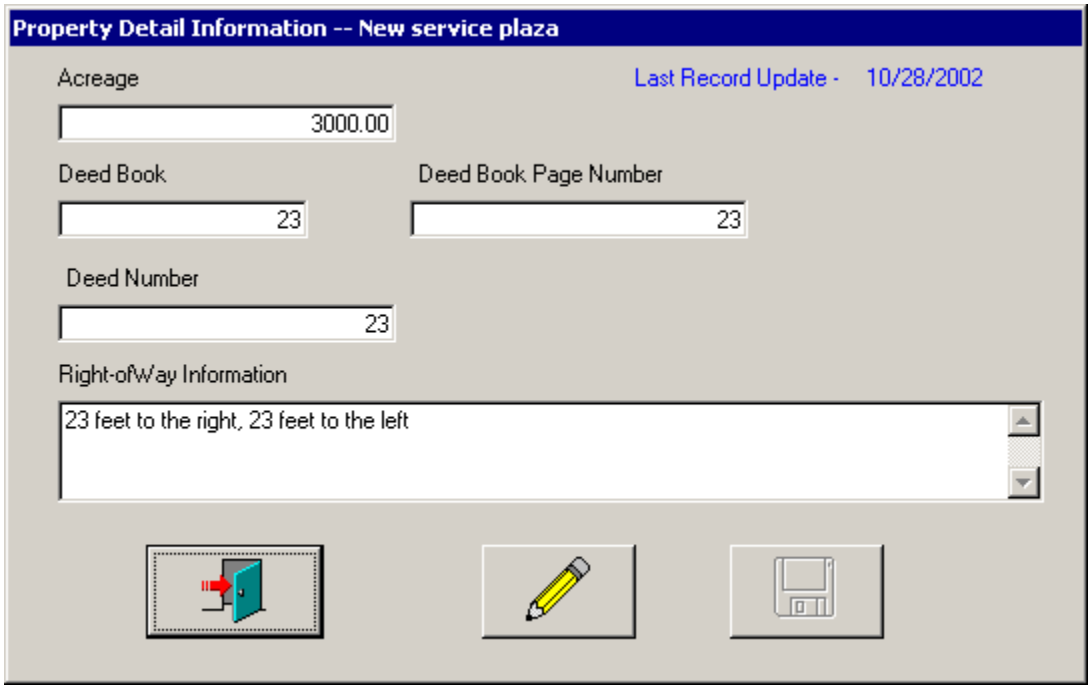
DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

C. PROPERTY INFORMATION FORM

The Property Information form contains information about the physical property where the site resides. The Property Information form is accessed from the Site Detail tab only.



Fields Available:

Acreage: A numerical value representing the total acres that encompass the site.

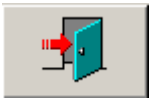
Deed Book: A numerical value representing the book number where the deed for the site is kept.

Deed Book Page Number: A numerical value representing the first page in the deed book where the deed for this site resides.

Deed Number: The deed number assigned to the deed for this site.

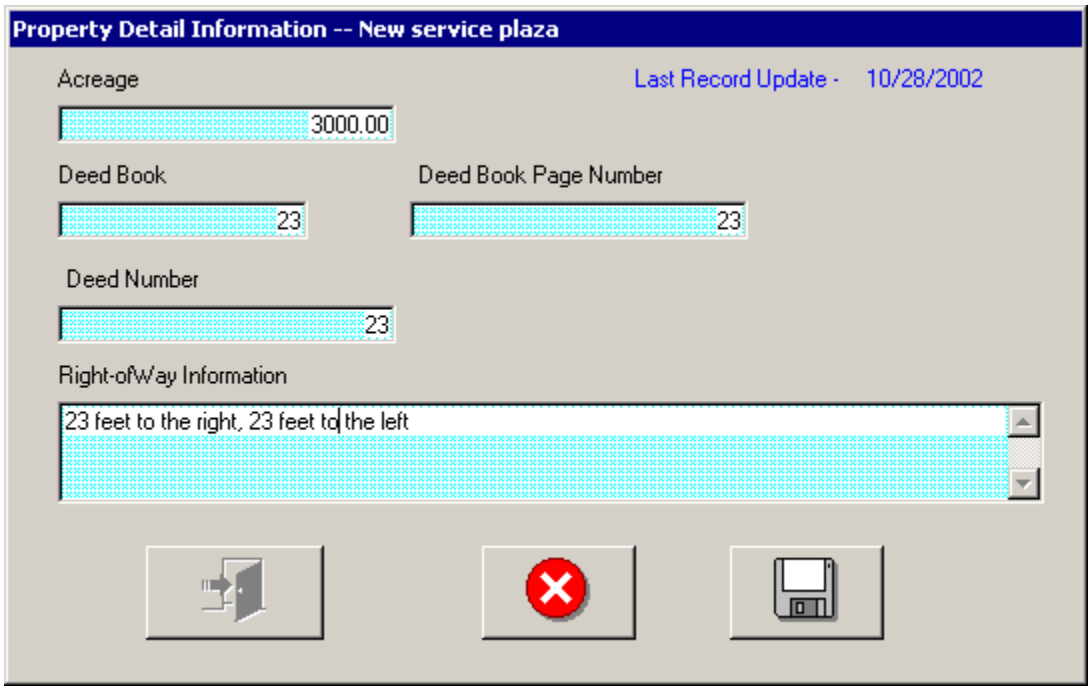
Right of Way Information: A text field in which any right of way information is kept.

Buttons Available:

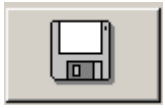


EXIT Button – Will Close the Property Information Form and return control to the main form.

EDIT Button – Will change any field that can be changed to a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.



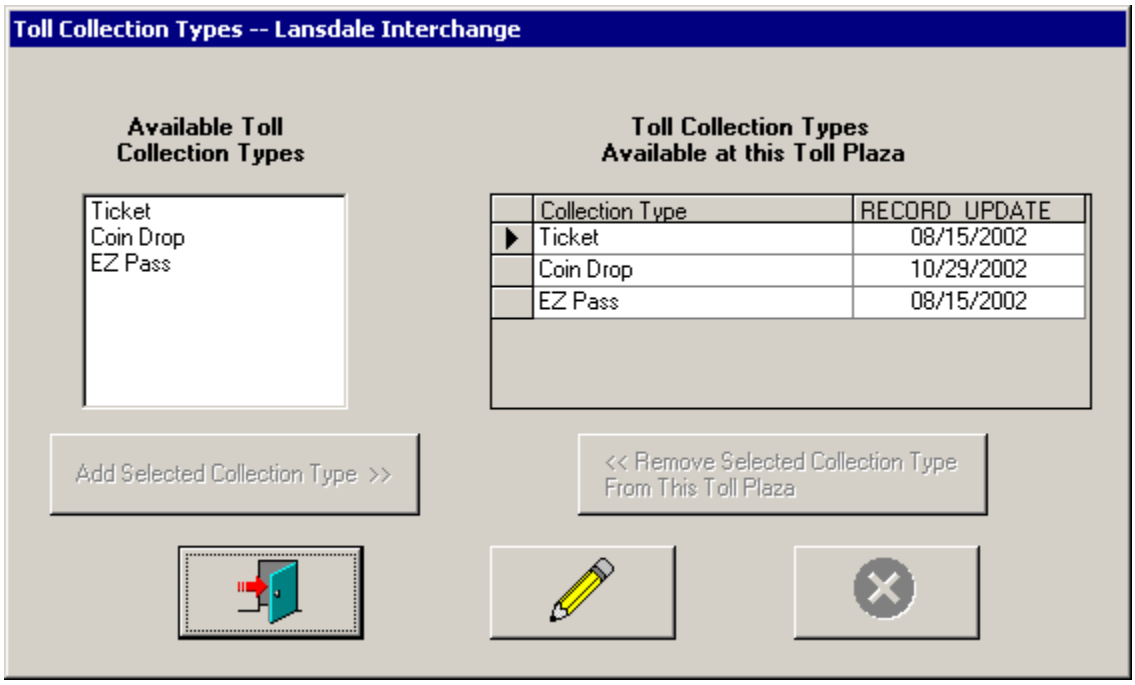
CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



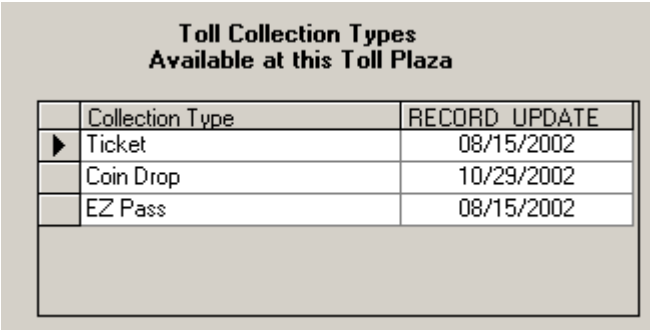
SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

D.TOLL PLAZA COLLECTION INFORMATION FORM

The Toll Plaza Collection Information form contains the toll collection types that are available for a Site. The form will only be available if the Site Type is Toll Plaza or Interchange. The form is accessible only from the Site Detail Tab.

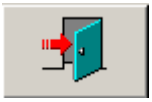


The Available Toll Collection Types list box shows all available types. The values in the list box come from the Toll Collection Types lookup table.



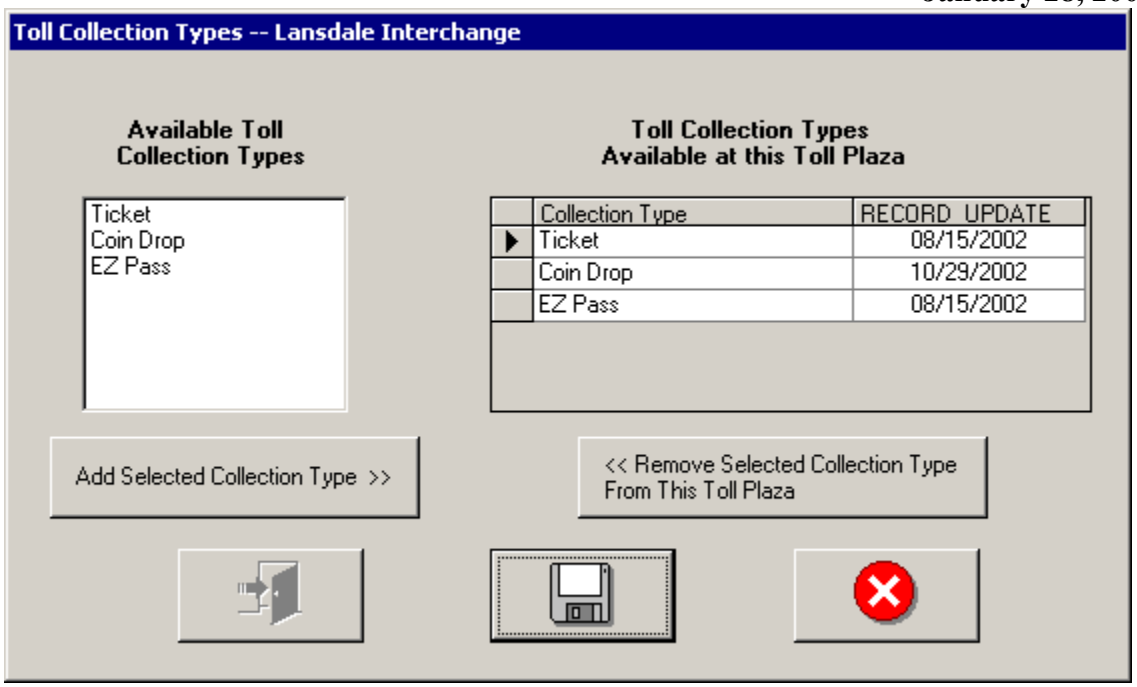
Toll Collection Types Available at this Toll Plaza shows the types that are currently in use at the Site. The Record updated field lets you know the date they were added into the system.

Buttons Available:

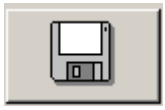


EXIT Button – Will Close the Toll Plaza Collection Form and return control to the main form.

EDIT Button – Will Enable the *ADD SELECTED COLLECTION TYPE* Button, and the *REMOVE SELECTED COLLECTION TYPE FROM THIS TOLL PLAZA* Button. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

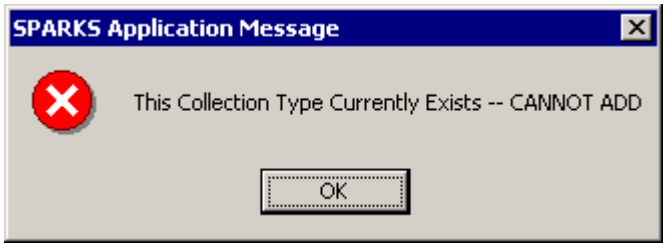


CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

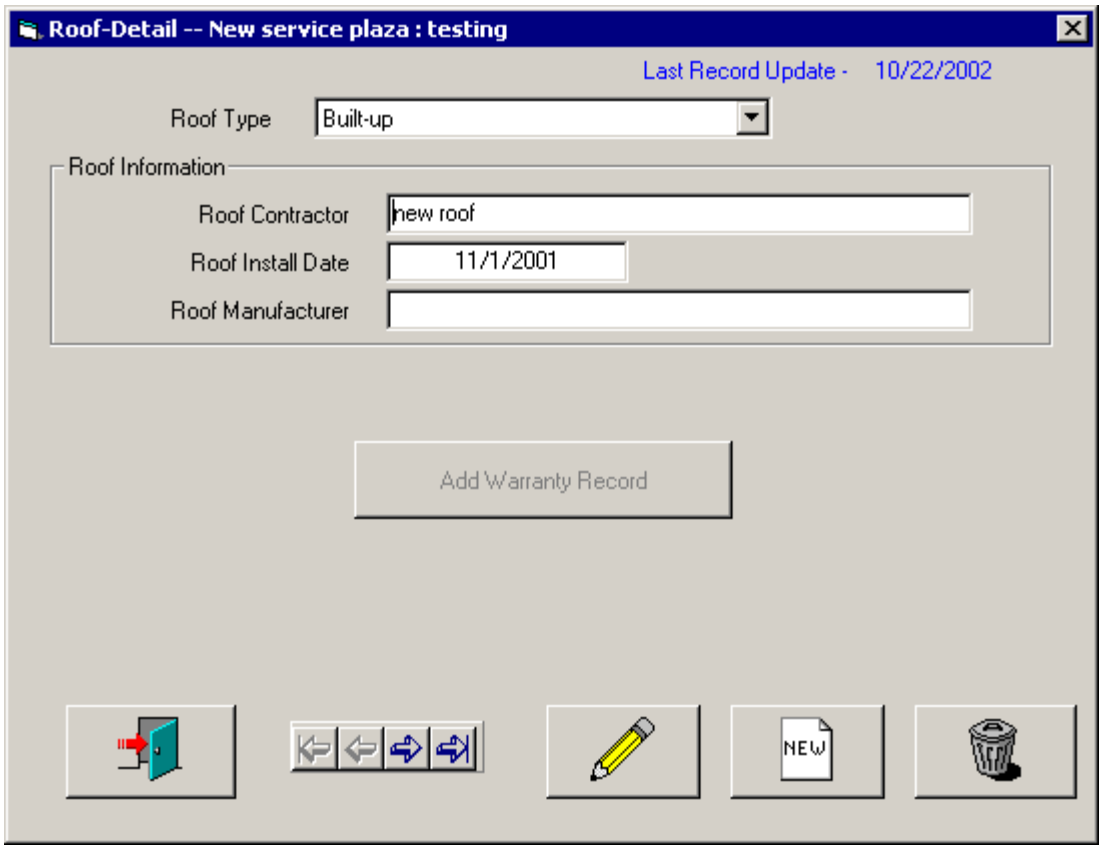
ADD SELECTED COLLECTION TYPE Button – Will move any highlighted value from the Available Toll Collection Types list box to the Toll Collection Types Available at this Toll Plaza data grid. If the value is already in the table the following message will appear:



REMOVE SELECTED COLLECTION TYPE FROM THIS TOLL PLAZA Button – Will remove the line in the data grid with the ▶| from this Site.

E. ROOF DETAILS FORM

The Roof Details Form contains any roof information for the buildings at the Site. The Roof Details form is only accessible from the Buildings Tab.



Fields Available:

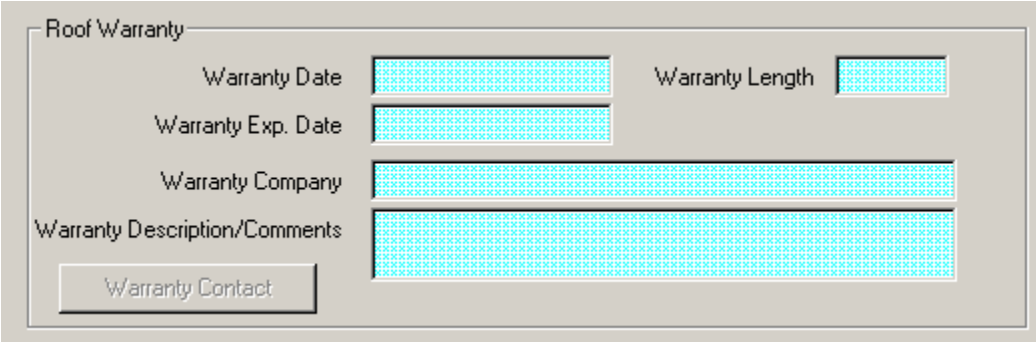
Roof Type: A list box containing the roof type. All valid values are found in the drop down list.

Roof Contractor: A text field containing the name of the Roof Contractor.

Roof Install Date: A date field representing when the roof was installed. The format for the date is MM/DD/YYYY.

Roof Manufacturer: A text field containing the name of the Roof Manufacturer

Under the WARRANT INFORMATION – Accessed during and Edit or Add.



Warranty Date: The date the warranty began. The format for the date is MM/DD/YYYY.

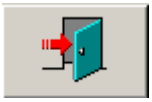
Warranty Expiration Date: The date the warranty will expire. The format for the date is MM/DD/YYYY.

Warranty Company: A text field containing the name of the Warranty Company.

Warranty Description/Comments: A text field containing the description of the warranty or any additional comments that are necessary to describe the Warranty.

Warranty Length: A text field containing the number of years that make up the length of the warranty.

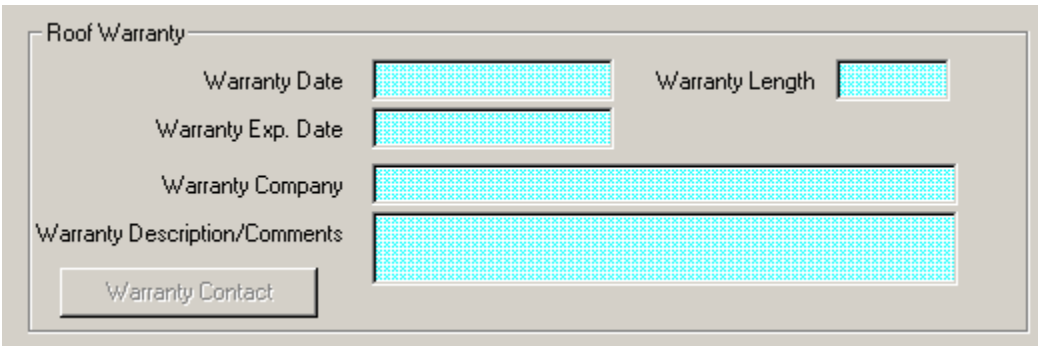
Buttons Available:



EXIT Button – Will Close the Roof Details Form and return control to the main form.

EDIT Button – Will Enable the *ADD WARRANTY RECORD* Button and make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

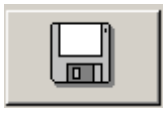
ADD WARRANTY RECORD Button – will cause the Warranty information to appear and this button will disappear.



Upon saving the changes to the record the *WARRANTY CONTACT* Button will be enabled.

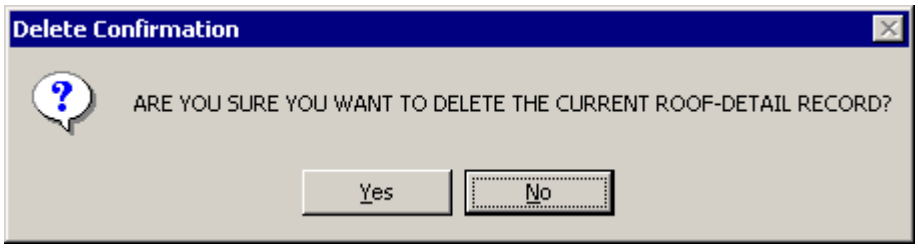
WARRANTY CONTACT Button – Will open the Contact information form. For more details on the Contact Information form please refer to Chapter 6 Section A.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.

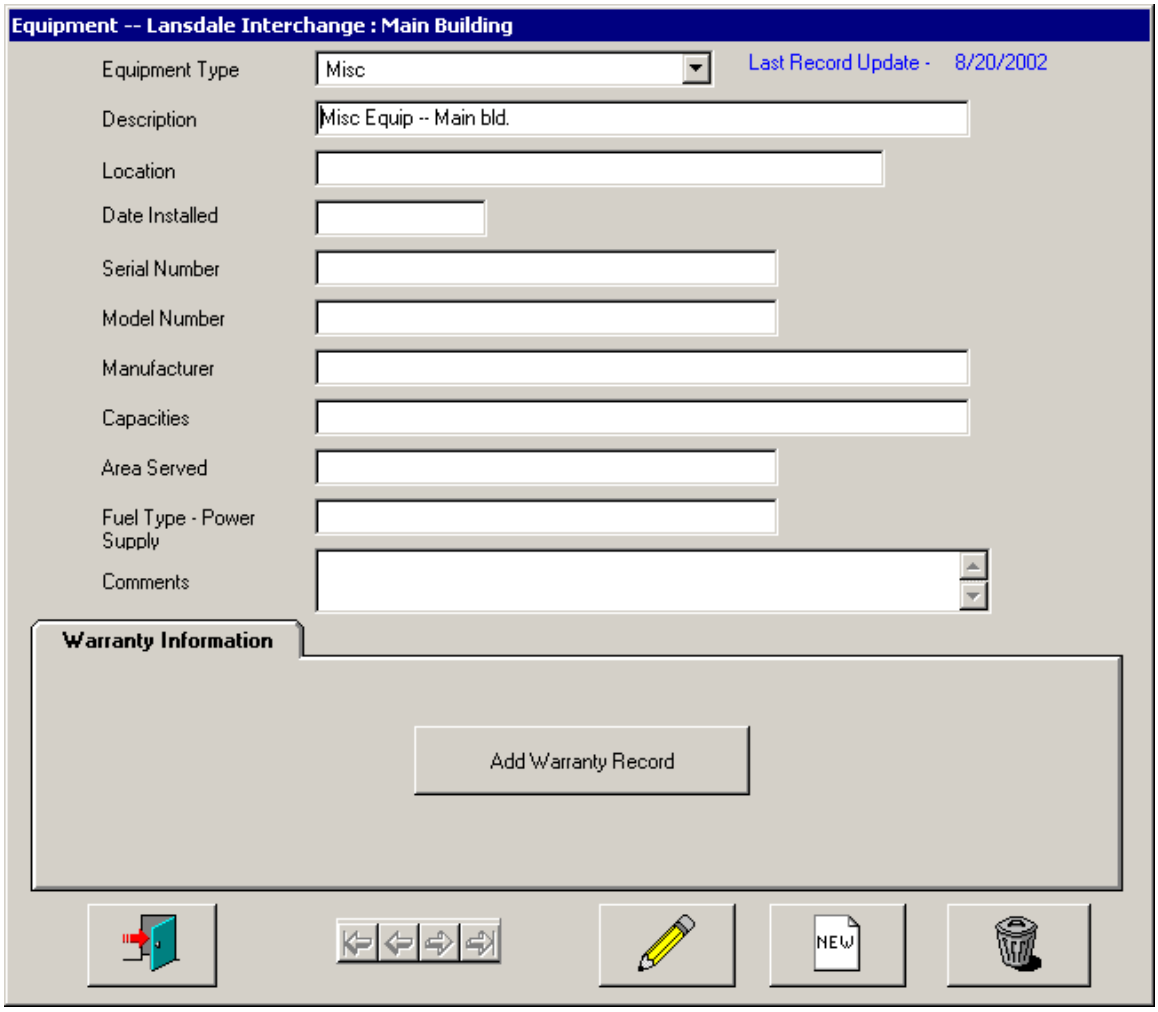


If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

F. EQUIPMENT FORM

The Equipment Form contains information for each piece of equipment that is at the Site. The Equipment Form is only available from the Buildings Tab.



Fields Available:

Equipment Type: The Type of Equipment. All valid values are accessible from the drop down list.

Description: A text field containing the description of the equipment.

Location: A text field containing the location at the site where the equipment is.

Date Installed: The date the equipment became operational. The format for the date is MM/DD/YYYY.

Serial Number: A text field containing the serial number off the equipment.

Model Number: A text field containing the model number for the equipment.

Manufacturer: A text field containing the name of the manufacturer for the equipment.

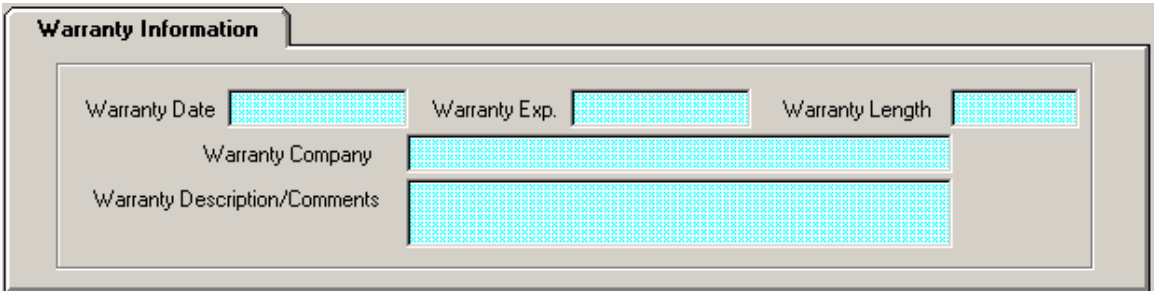
Capacities: A text field containing the capacity levels for the equipment.

Area Served: A text field describing the area of the Site that is serviced by the equipment.

Fuel Type/Power Supply: A text field describing the Fuel Type used or the type of power used to operate the equipment.

Comments: A text field containing any additional comments about the equipment.

Under the WARRANT INFORMATION TAB – Accessed by clicking the ADD WARRANTY RECORD Button .



Warranty Date: The date the warranty took effect. The format for the date is MM/DD/YYYY.

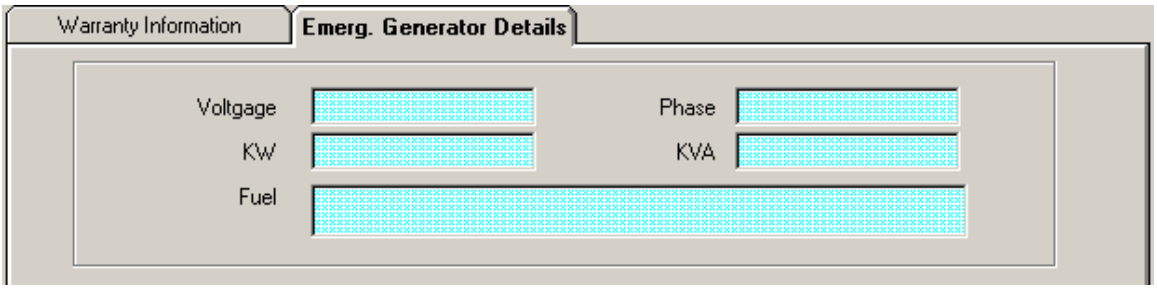
Warranty Exp.: The date the warranty will expire. The format for the date is MM/DD/YYYY.

Warranty Length: A text field containing the number of years that make up the length of the warranty.

Warranty Company: A text field containing the name of the warranty company.

Warranty Description/Comments: A text field containing the description of the warranty or any additional comments that are necessary to describe the Warranty.

Under the EMERG.GENERATOR DETAILS TAB – Accessed by clicking the ADD GENERATOR DETAIL RECORD Button . This will only be available if the equipment type is Generator



Voltage: A text field containing the Voltage for the Generator.

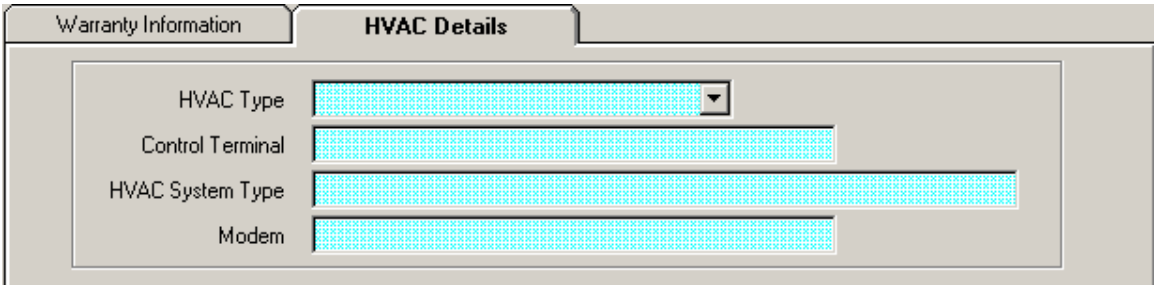
Phase: A text field containing the Phase for the Generator.

KW: A text field containing the Kilowatts for the Generator.

KVA: A text field containing the KVA for the Generator.

Fuel: A text field describing the fuel used for the Generator.

Under the HVAC DETAILS TAB – Accessed by clicking the ADD HVAC DETAIL RECORD Button . This will only be available if the equipment type is HVAC.



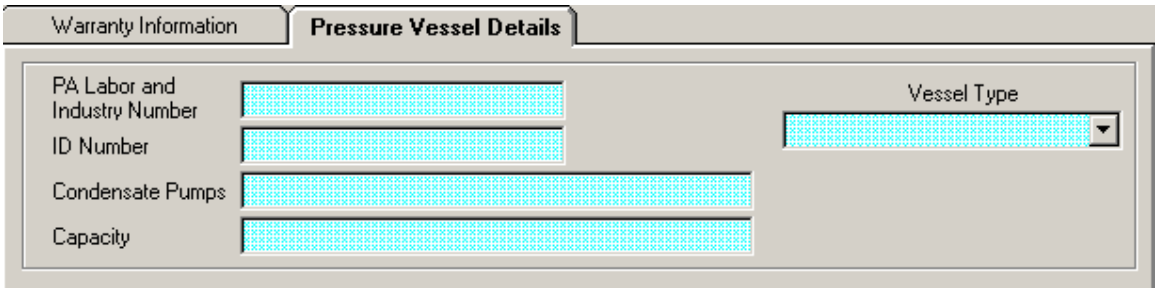
HVAC Type: The type of HVAC system this is. All valid values are available from the drop down list.

Control Terminal: A text field describing the control terminal for the HVAC system.

HVAC System Type: A text field describing the system that is used to run the HVAC.

Modem: A text field describing the modem being used to run the HVAC system.

Under the PRESSURE VESSEL TAB – Accessed by clicking the ADD VESSEL DETAIL RECORD Button . This will only be available if the equipment type is pressure vessel.



PA Labor and Industry Number: A text field containing the PA Department of Labor and Industry Number for the Pressure Vessel.

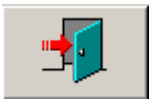
ID Number: A text field containing the Identification Number for the Pressure Vessel.

Condensate Pumps: A text field containing information on the Condensate Pumps.

Capacity: A text field containing the capacity levels of the Pressure Vessel.

Vessel Type: The type of Pressure Vessel. All valid values are available from the drop down list.

Buttons Available:

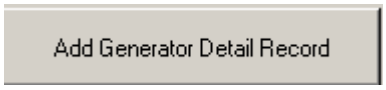


EXIT Button – Will Close the Equipment Form and return control to the main form.

EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

NEW Button – Will clear all fields for you add a new record. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button

ADD WARRANTY RECORD Button – Will show the warranty fields on the Warranty tab.

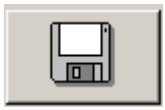


ADD GENERATOR DETAIL RECORD Button – Will show the generator details fields on the Emerg. Generator Details tab. This Button will only appear if the Equipment type is Generator.

ADD HVAC DETAIL RECORD Button – Will show the HVAC details fields on the HVAC Details tab. This Button will only appear if the Equipment type is HVAC.

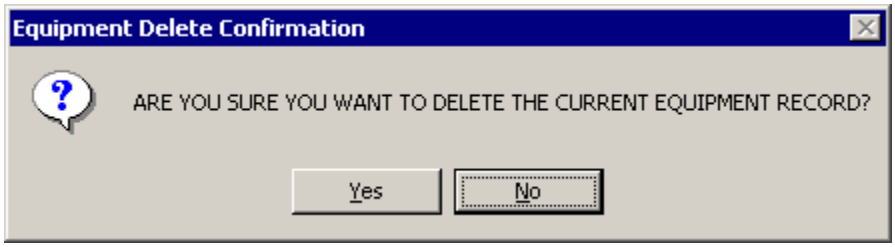
ADD VESSEL DETAIL RECORD Button – Will show the Vessel details fields on the Pressure Vessel Details tab. This Button will only appear if the Equipment type is Pressure Vessel.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.

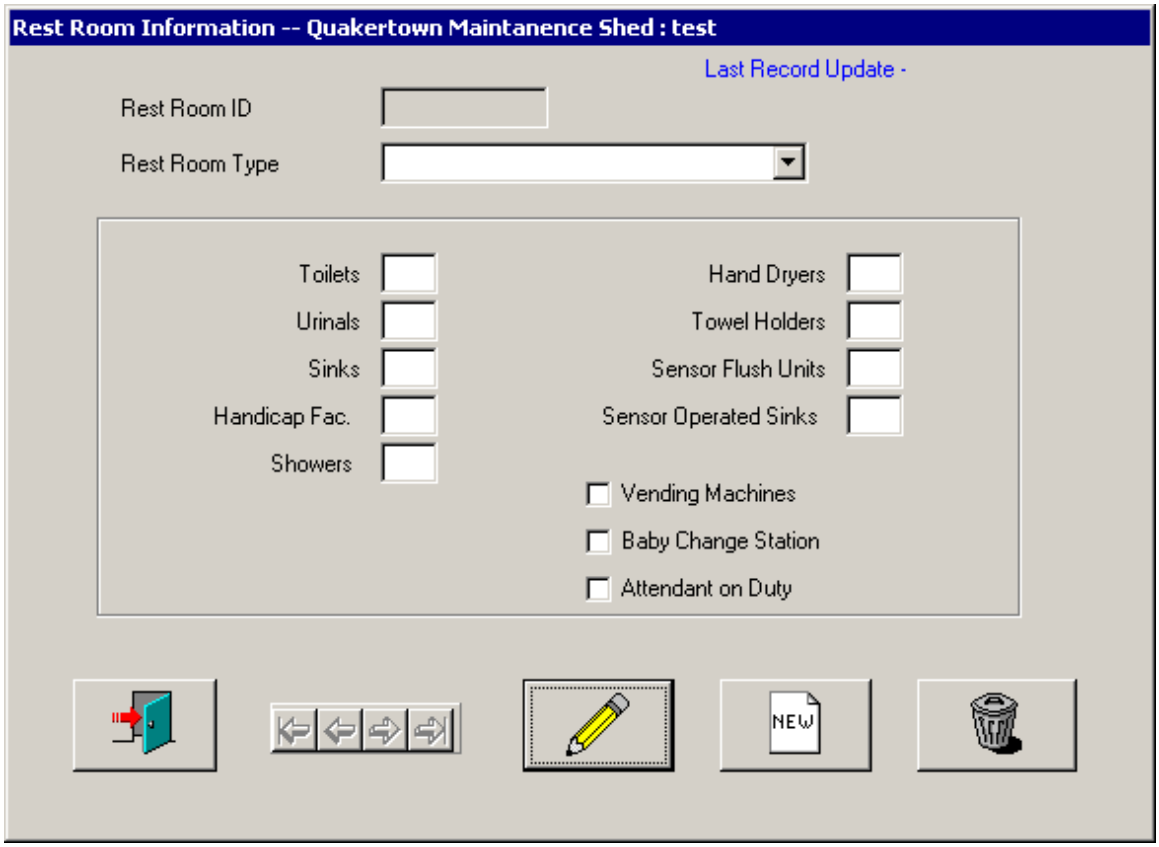


If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

G. RESTROOMS FORM

The Restrooms form contains information for each restroom at the Site. The Restroom Form is only available from the Buildings Tab.



Fields Available:

Rest Room ID: A unique number created by the system when a new restroom record is added.

Rest Room Type: The type of restroom. The valid values are available from the drop down list.

Toilets: A number representing the number of toilets in the Rest Room. This field must be a number.

Urinals: A number representing the number of urinals in the Rest Room. This field must be a number.

Sinks: A number representing the number of sinks in the Rest Room. This field must be a number.

Handicap Fac: A number representing the number of handicap toilets in the Rest Room. This field must be a number.

Showers: A number representing the number of showers in the Rest Room. This field must be a number.

Hand Dryers: A number representing the number of hand dryers in the Rest Room. This field must be a number.

Towel Holders: A number representing the number of towel holders in the Rest Room. This field must be a number.

Sensor Flush Units: A number representing the number of sensor flush units in the Rest Room. This field must be a number.

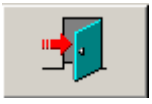
Sensor Operator Sinks: A number representing the number of sensor operator sinks in the Rest Room. This field must be a number.

Vending Machines Check Box: Check this box if there are vending machines in the Rest Room.

Baby Change Station Check Box: Check this box if there is a baby changing station in the Rest Room.

Attendant on Duty Check Box: Check this box if there is an attendant on duty in the Rest Room.

Buttons Available:

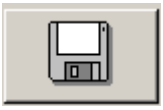


EXIT Button – Will Close the Rest Rooms Form and return control to the main form.

EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button

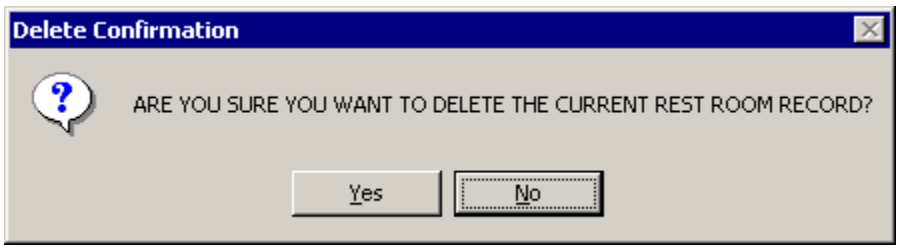
NEW Button – Will clear all fields for you add a new record. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.

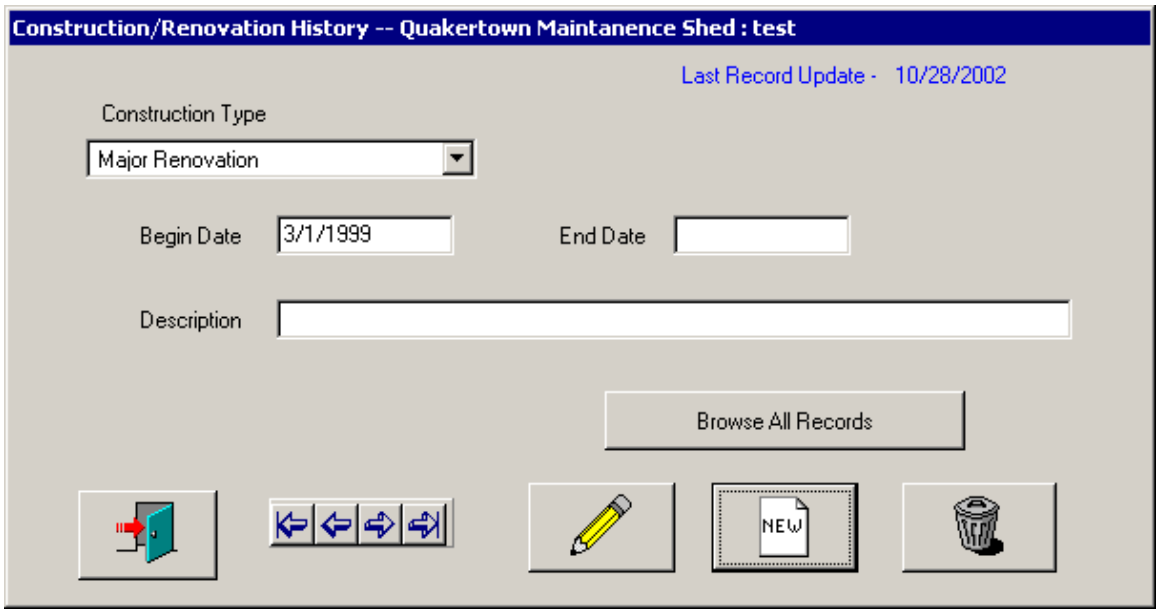


If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

H.CONSTRUCTION HISTORY FORM

The Construction History Form contains information related to each of the construction projects at a Site. The Construction History Form is only accessible from the Buildings tab.



Fields Available:

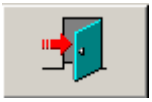
Construction Type: The type of construction done. The valid values are accessible from the drop down list.

Begin Date: The date the construction project began. The format for the date is MM/DD/YYYY.

End Date: The date the construction project was completed. The format for the date is MM/DD/YYYY.

Description: A text field that describes the work that was done as part of the construction project.

Buttons Available:

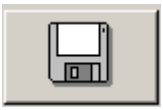


EXIT Button – Will Close the Construction History Form and return control to the main form.

EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button

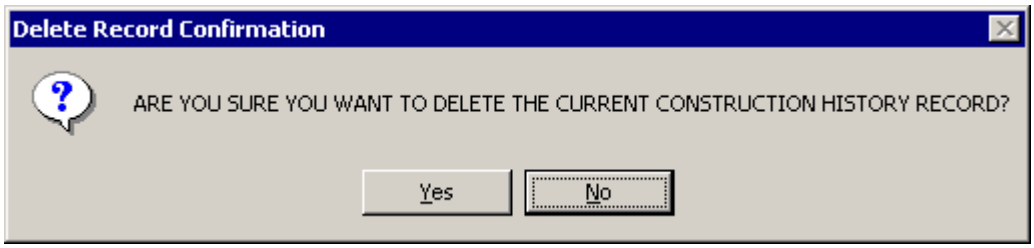
NEW Button – Will clear all fields for you add a new record. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



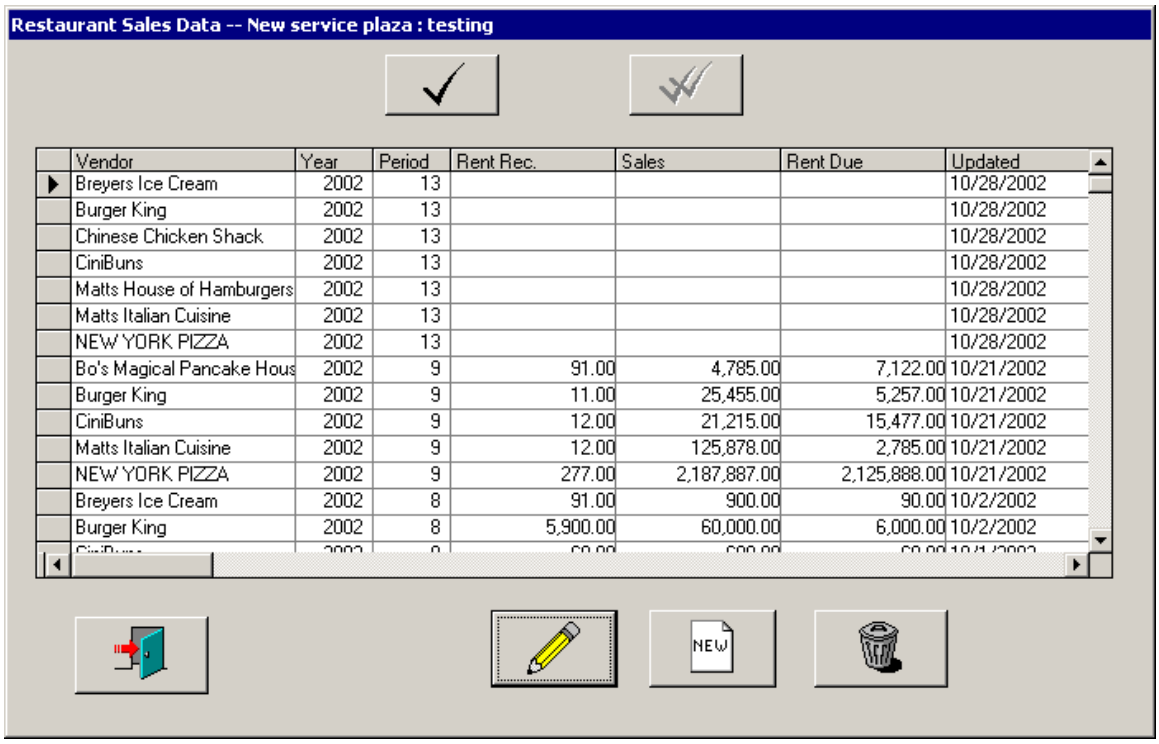
If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

BROWSE ALL RECORDS Button – Will open the browse form showing the construction history records. For more details about the browse form please refer to Chapter 4 Section B.

SALES INFORMATION FORM

The Sales Information form contains Sales information for each of the vendors at the site. The Sales Information form is only accessible from the Concepts tab.



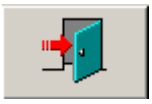
Vendor	Year	Period	Rent Rec.	Sales	Rent Due	Updated
Breyers Ice Cream	2002	13				10/28/2002
Burger King	2002	13				10/28/2002
Chinese Chicken Shack	2002	13				10/28/2002
CiniBuns	2002	13				10/28/2002
Matts House of Hamburgers	2002	13				10/28/2002
Matts Italian Cuisine	2002	13				10/28/2002
NEW YORK PIZZA	2002	13				10/28/2002
Bo's Magical Pancake Hous	2002	9	91.00	4,785.00	7,122.00	10/21/2002
Burger King	2002	9	11.00	25,455.00	5,257.00	10/21/2002
CiniBuns	2002	9	12.00	21,215.00	15,477.00	10/21/2002
Matts Italian Cuisine	2002	9	12.00	125,878.00	2,785.00	10/21/2002
NEW YORK PIZZA	2002	9	277.00	2,187,887.00	2,125,888.00	10/21/2002
Breyers Ice Cream	2002	8	91.00	900.00	90.00	10/2/2002
Burger King	2002	8	5,900.00	60,000.00	6,000.00	10/2/2002

A data grid on the form contains all the sales information. The data grid is sorted by Year and period. The data grid is locked when the form opens. Therefore you cannot change any values without using the *EDIT* Button or the *NEW* Button.

Buttons Available:

SELECTION Button – Opens the query form. For more details on how to use the query form please refer to Chapter 4 Section C.

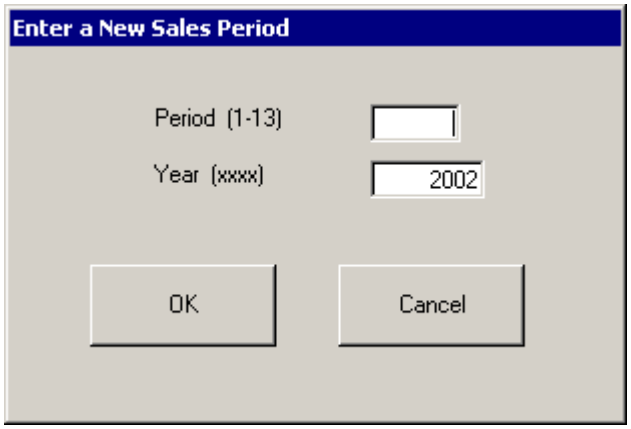
SELECT ALL Button – If you have a limited selection, when this button is clicked it will show all of the records.



EXIT Button – Will Close the Sales Information Form and return control to the main form.

EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button

NEW Button – Will open the enter a new sales period form:



Period: Enter a value from 1-13

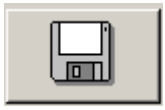
Year: Enter a four-digit year.

OK Button: Will create a new line in the data grid on the Sales Information form for each of the vendors at the site. If the Period value you have entered already exists then the following message will appear:

The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button.

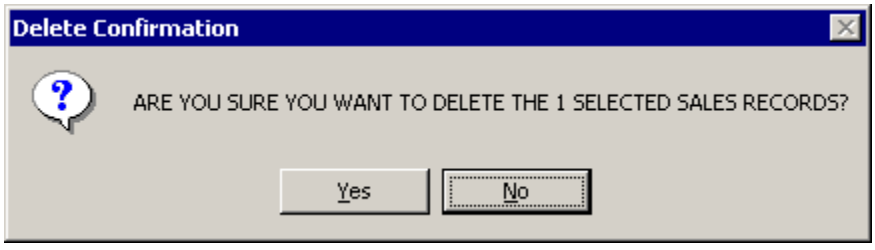
CANCEL Button – Will Close the enter a new sales period form and return control to the sales information form.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

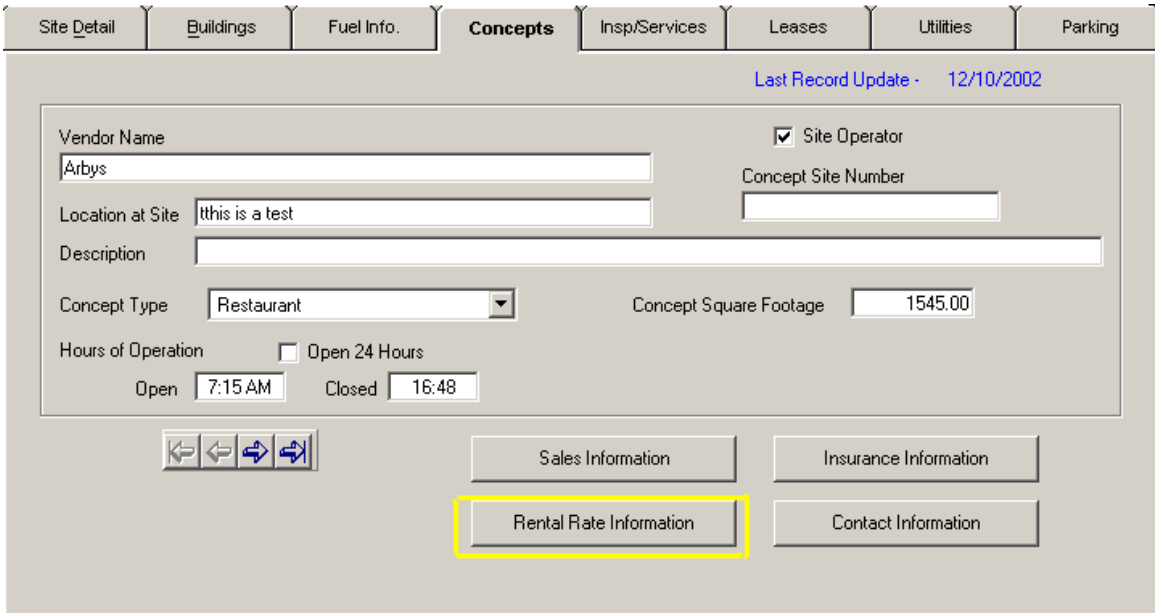
DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record. The current record is the record in the data grid with the ▶ next to it.

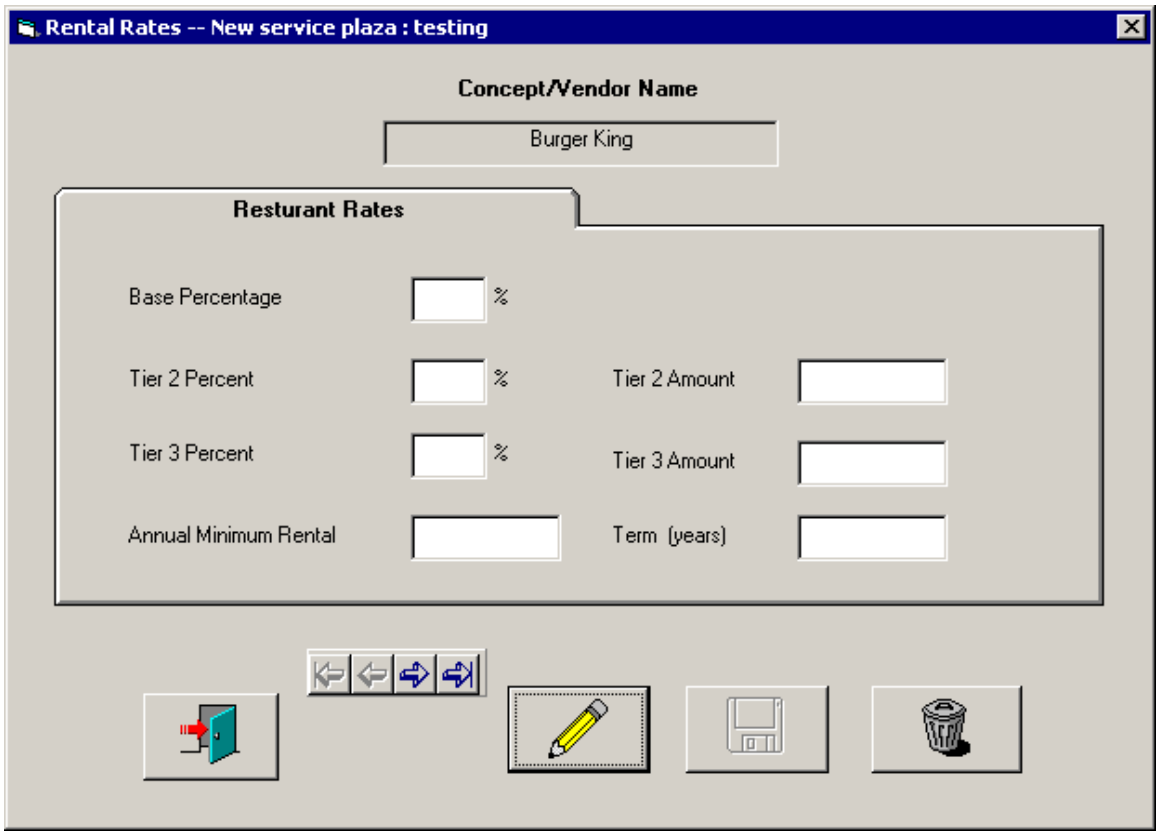


If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

I. RENTAL RATE INFORMATION FORM

The Rental Rate Information form contains information about the rental rates for the various vendors at the site. The Rental Rate Information form is only accessible from the Concepts tab.





Fields Available:

Base Percentage: A number representing the base rental rate percentage.

Tier 2 Percent: A number representing the 2nd tier rental rate percentage.

Tier 3 Percent: A number representing the 3rd tier rental rate percentage.

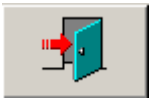
Annual Minimum Rental: A number representing the Annual minimum rent that must be paid.

Tier 2 Amount: A number representing the 2nd tier minimum rent that must be paid.

Tier 3 Amount: A number representing the 3rd tier minimum rent that must be paid.

Term (years): A number representing the number of years the rental agreement is for.

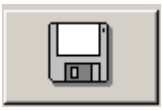
Buttons Available:



EXIT Button – Will Close the Rental Rate Information Form and return control to the main form.

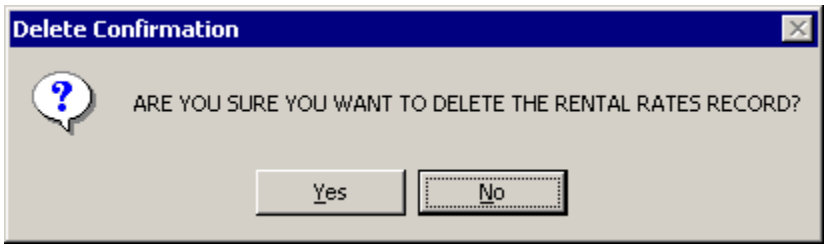
EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.

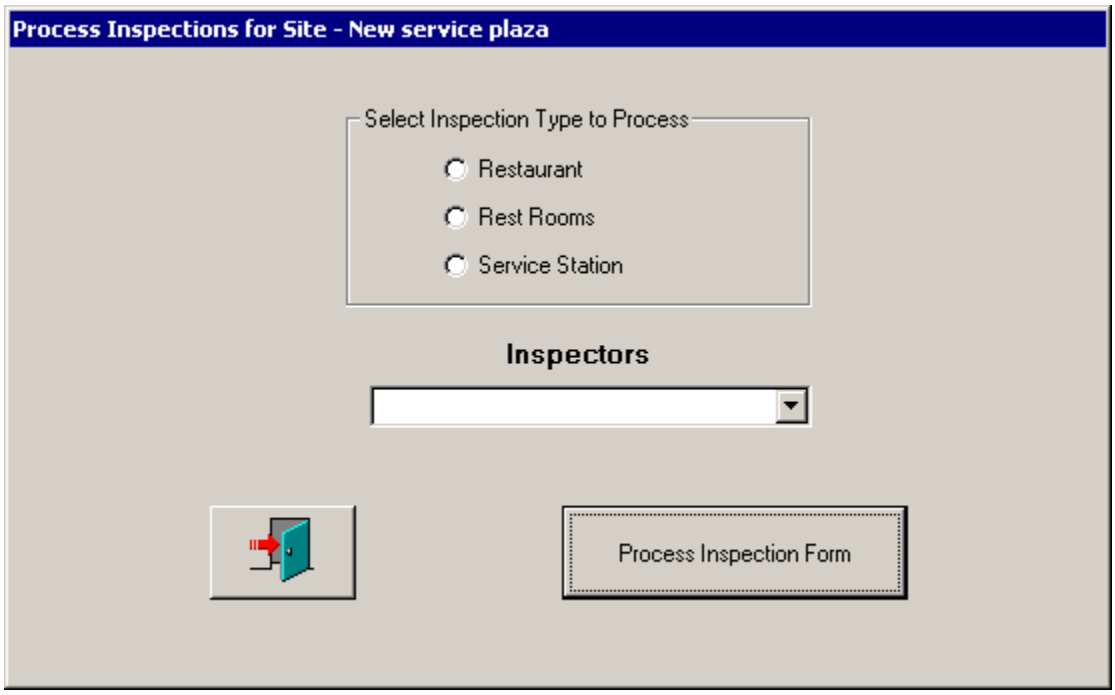


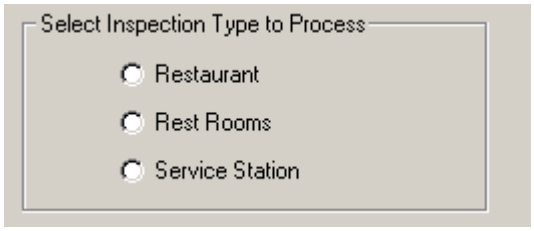
If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

J. PROCESS INSPECTIONS FORM

The Process Inspections Form is provided so that after an inspector has filled out one of the Inspection forms, they can import the data into the SPARKS application for the purpose of running queries at a later date. This process should only be done after the inspector has completed the inspection report and the inspection report has been saved to the Network. The form is accessible only from the Insp./Services tab.

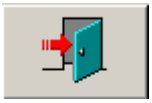




Select Inspection Type to Process Radio Buttons: Choose the type of inspection report you want to process.

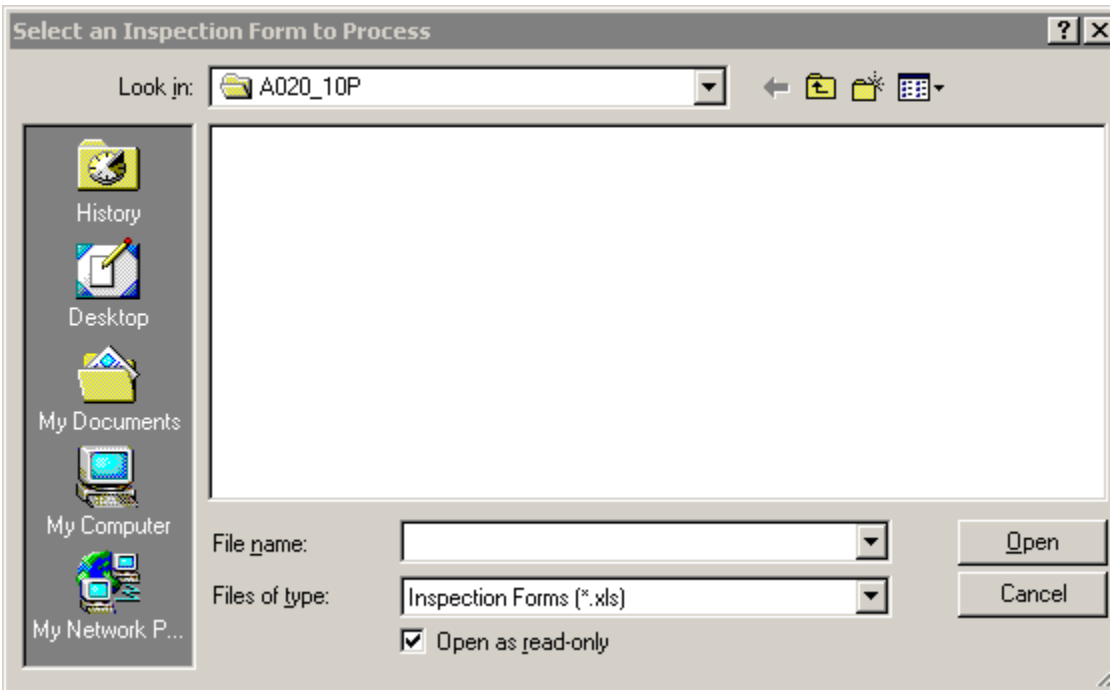
Inspectors Drop down list: Choose the Inspector from the drop down list that completed the report.

Buttons Available:

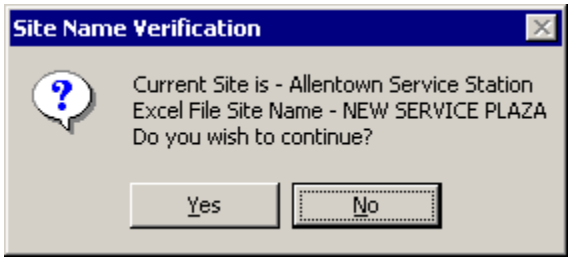


EXIT Button – Will Close the Process Inspections Form and return control to the main form.

PROCESS INSPECTION FORM Button – Will open the Open File Common Dialog.

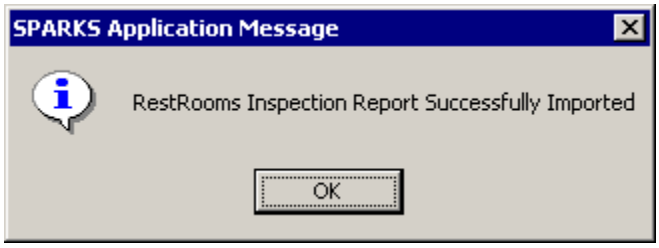


Navigate to the Network Directory where the inspections are kept and hit the *OPEN* Button. The following verification message should appear:


Site Name Verification
Current Site is - Allentown Service Station
Excel File Site Name - NEW SERVICE PLAZA
Do you wish to continue?
Yes
No

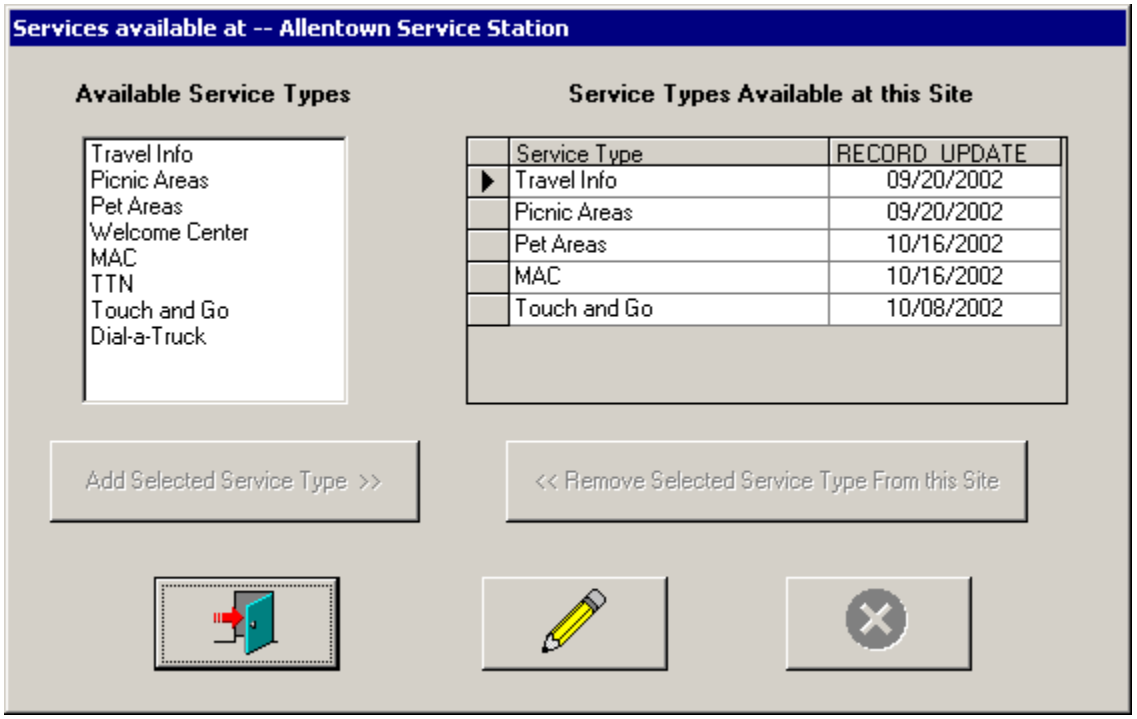
If the *YES* Button is clicked the report will be imported into the database. If the *NO* Button is clicked nothing will happen.

If the import was successful then you will get the following message:

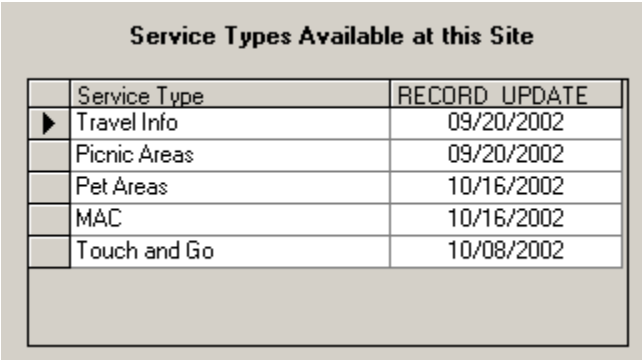


K. SERVICES FORM

The Services form contains the service types that are available for a Site. The form is accessible only from the Insp./Services tab.

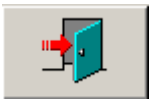


The Available Service Types list box shows all available types. The values in the list box come from the Services Types lookup table.



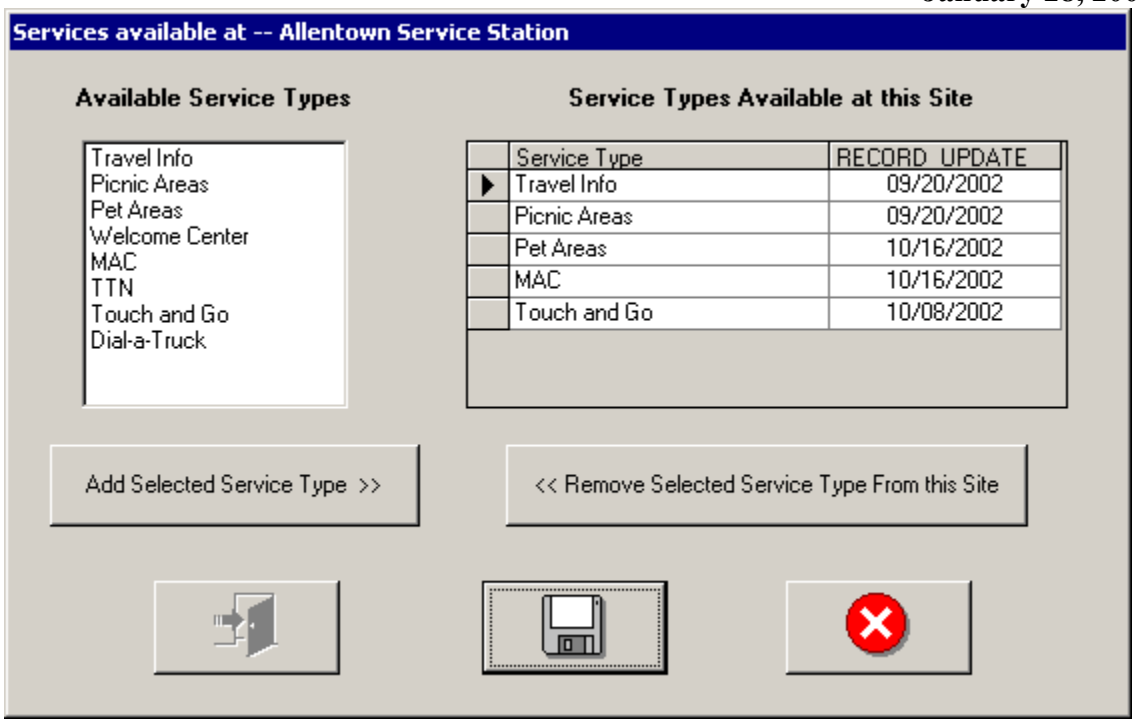
Service Types Available at this Site shows the types that are currently in use at the Site. The Record updated field lets you know the date they were added into the system.

Buttons Available:

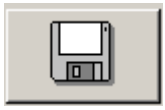


EXIT Button – Will Close the Services Form and return control to the main form.

EDIT Button – Will Enable the *ADD SELECTED SERVICE TYPE* Button, and the *REMOVE SELECTED SERVICE TYPE FROM THIS SITE* Button. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.



CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



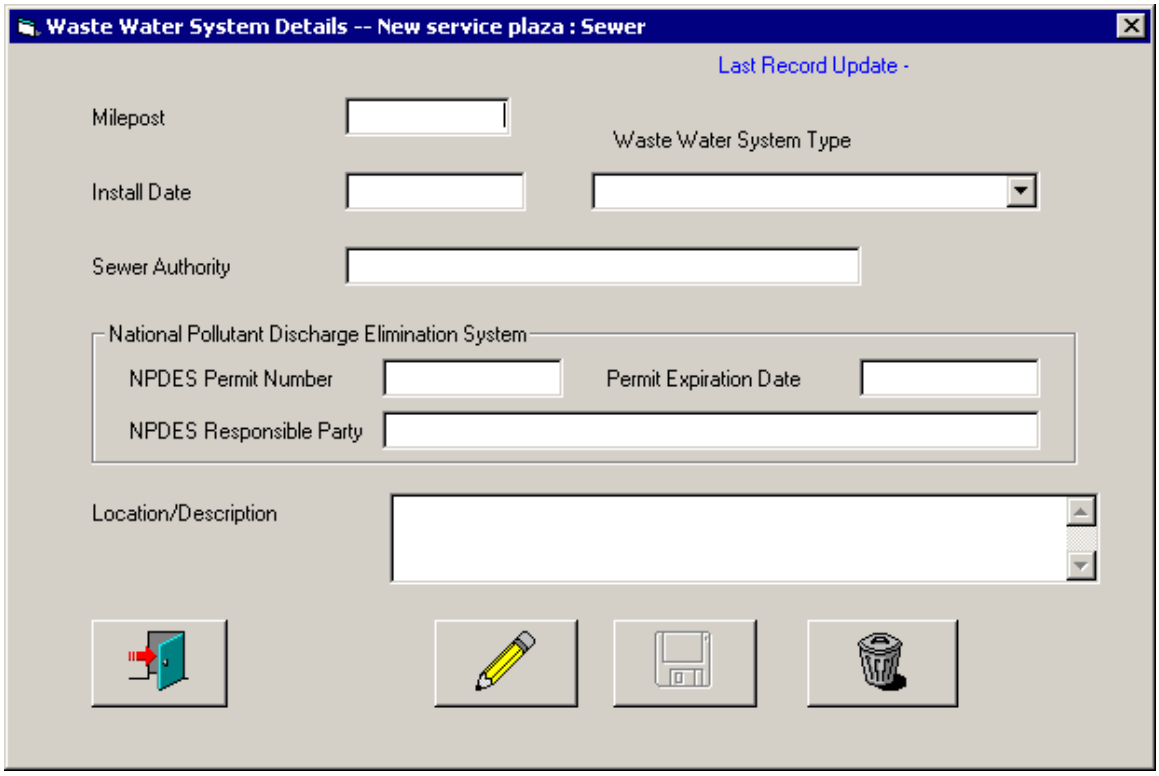
SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

ADD SELECTED SERVICE TYPE Button – Will move any highlighted value from the Available Toll Service Types list box to the Service Types Available at this Site data grid. If the value is already in the table the following message will appear:

REMOVE SELECTED SERVICE TYPE FROM THIS SITE Button – Will remove the line in the data grid with the from this Site.

L. WASTE WATER SYSTEM DETAILS FORM

The Waste Water System Details Form contains information about the waste water system at the site. The form will appear when the SYSTEM DETAILS Button is clicked on the Utilities tab if the Utility Type is Waste Water System. The Waste Water System form is only accessible from the Utilities tab.



Fields available:

Milepost: A numeric value for the Turnpike mile-marker at which the waste water system resides.

Install Date: The date the waste water system was installed. The format of the date is MM/DD/YYYY.

Waste Water System Type: The type of waste water system. The valid values are accessible from the drop down list.

Sewer Authority: A text field containing the name of the sewer authority.

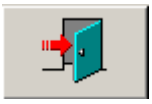
NPDES Permit Number: A text field containing the NPDES permit number.

Permit Expiration Date: The date the NPDES permit will expire. The format of the date is MM/DD/YYYY.

NPDES Responsible Party: A text field containing the name of the NPDES person responsible for our NPDES permit.

Location/Description: A text field that describes the location at the site of the Waste Water system.

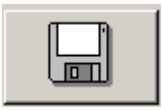
Buttons Available:



EXIT Button – Will Close the Waste Water System Details Form and return control to the main form.

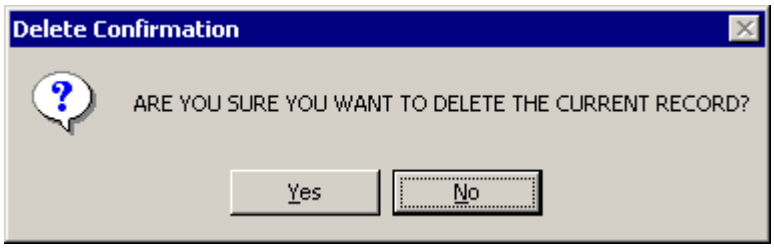
EDIT Button – Will make any field that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

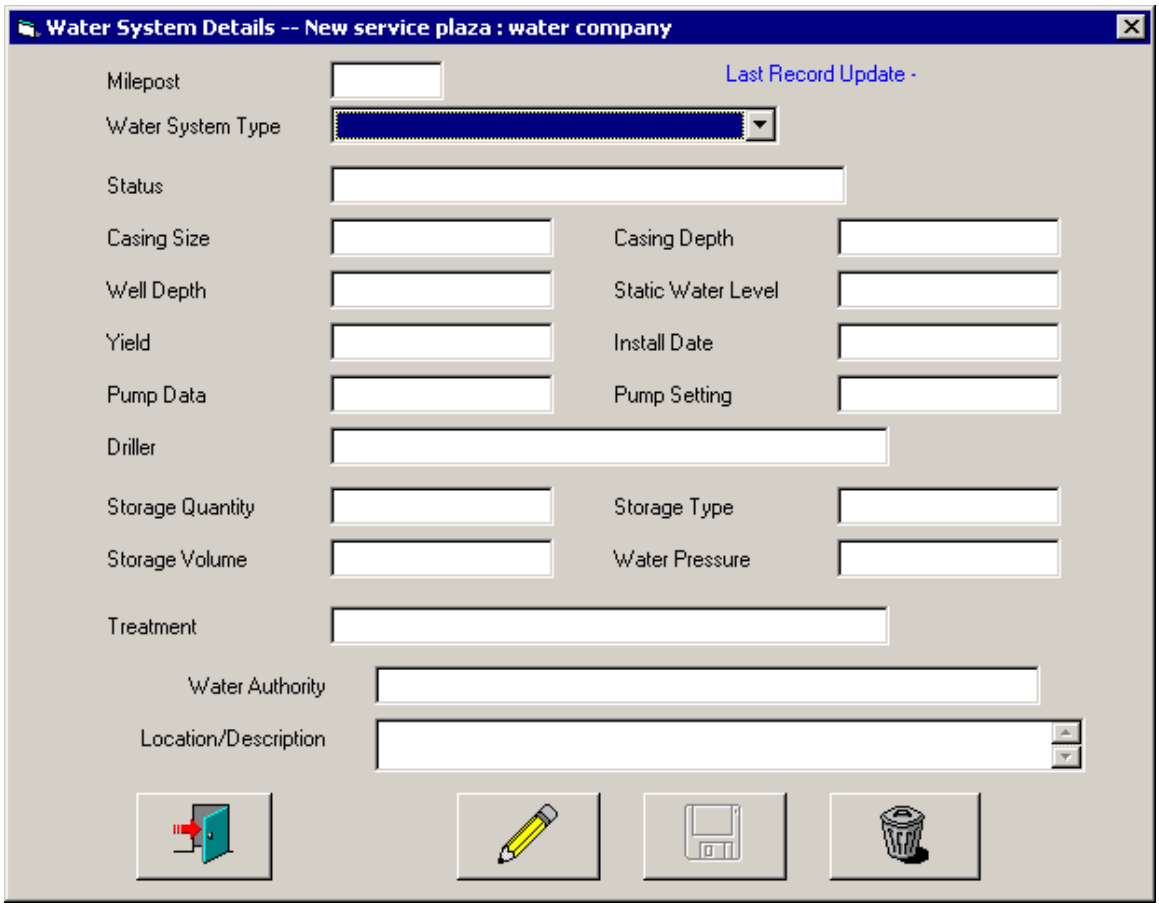
DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

M. WATER SYSTEM DETAILS FORM

The Water System Details Form contains information about the water system at the site. The form will appear when the SYSTEM DETAILS Button is clicked on the Utilities tab if the Utility Type is Water System. The Water System form is only accessible from the Utilities tab.



Fields Available:

Milepost: A numeric value for the Turnpike mile-marker at which the waste water system resides.

Water System Type: The type of water system. The valid values are accessible from the drop down list.

Status: The status of the waster system.

Casing Size: The size of the casing that is used in the water system.

Casing Depth: The depth of the casing that is used in the water system.

Well Depth: The depth of the well used by the water system.

Static Water Level: The static water level used by the water system.

Yield: The yield of the water system.

Install Date: The date the water system was installed. The format of the date is MM/DD/YYYY.

Pump Data: Information about the pump used by the water system.

Pump Setting: The setting for the pump used by the water system.

Driller: Information about the driller used by the water system.

Storage Quantity: The amount of storage quantity available for the water system.

Storage Type: The type of storage used by the water system.

Storage Volume: The volume of storage available for the water system.

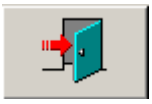
Water Pressure: The level of water pressure for the water system.

Treatment: A description of the treatment done on the water in the water system.

Water Authority: The local water authority that is involved with the water system.

Location/Description: A comments field that can be used to describe the location of the water system or a description of the water system.

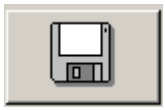
Buttons Available:



EXIT Button – Will Close the Water System Details Form and return control to the main form.

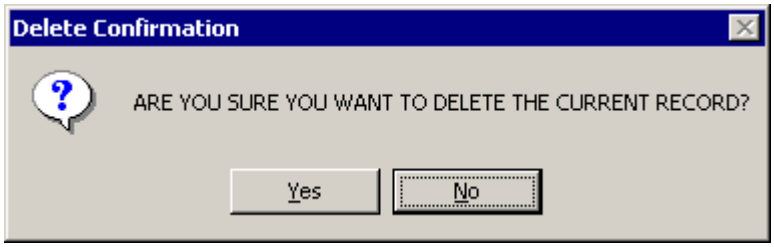
EDIT Button – Will make any field that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *SAVE* Button will be enabled.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

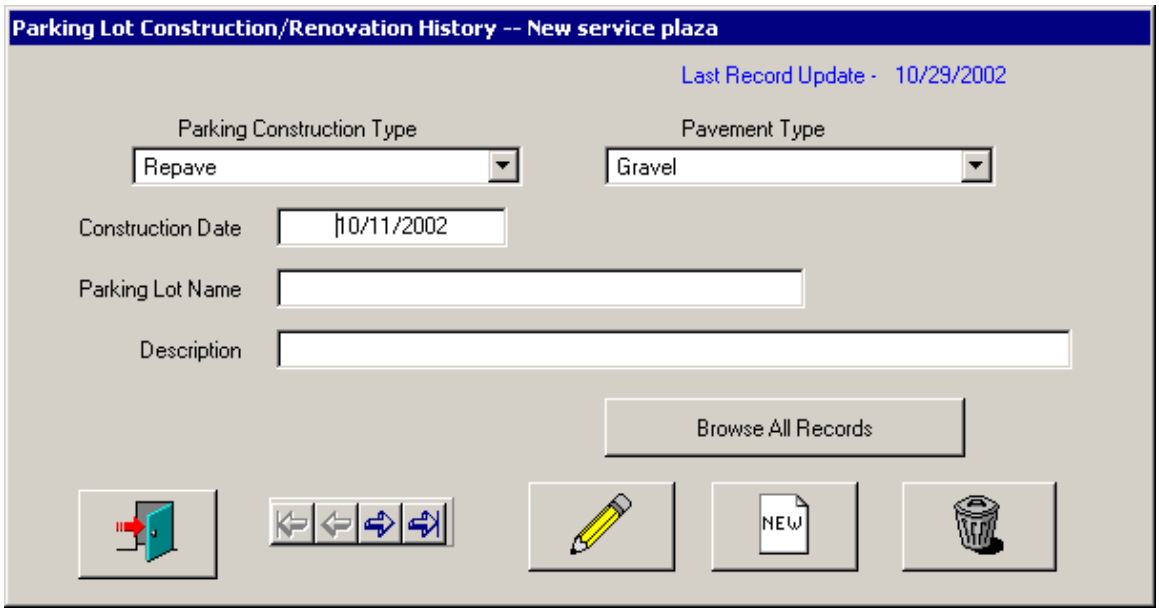
DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

N.PARKING LOT CONSTRUCTION/RENOVATION HISTORY FORM

The Parking Lot Construction/Renovation History Form contains information related to each of the parking lot construction projects at a Site. The Parking Lot Construction/Renovation History Form is only accessible from the Parking tab.



Fields Available:

Parking Construction Type: The type of construction done. The valid values are accessible from the drop down list.

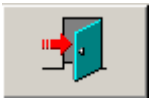
Pavement Type: The type of pavement used for the construction. The valid values are accessible from the drop down list.

Construction Date: The date the construction project began. The format for the date is MM/DD/YYYY.

Parking Lot Name: The name of the parking lot that is having construction.

Description: A text field that describes the work that was done as part of the construction project.

Buttons Available:

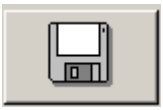


EXIT Button – Will Close the Parking Lot Construction/Renovation History Form and return control to the main form.

EDIT Button – Will make any data that can be changed a light blue color. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button

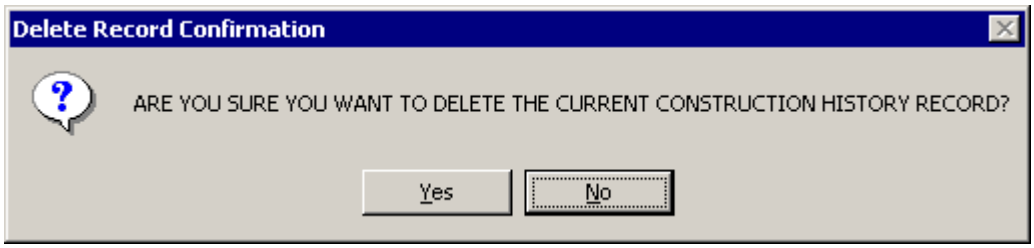
NEW Button – Will clear all fields for you add a new record. The *EDIT* button will become the *CANCEL* Button and the *NEW* Button will become the *SAVE* Button.

CANCEL Button – Appears when the *EDIT* Button is clicked. When this button is clicked any field changes will be lost and any original field values will be restored.



SAVE Button – Becomes enabled when the *EDIT* button is clicked. When this button is clicked all changes will be saved to the database.

DELETE Button – When this button is clicked you will be prompted to see if you actually want to delete the current record.



If the *YES* Button is clicked the record will be removed from the database. If the *NO* Button is clicked nothing will happen.

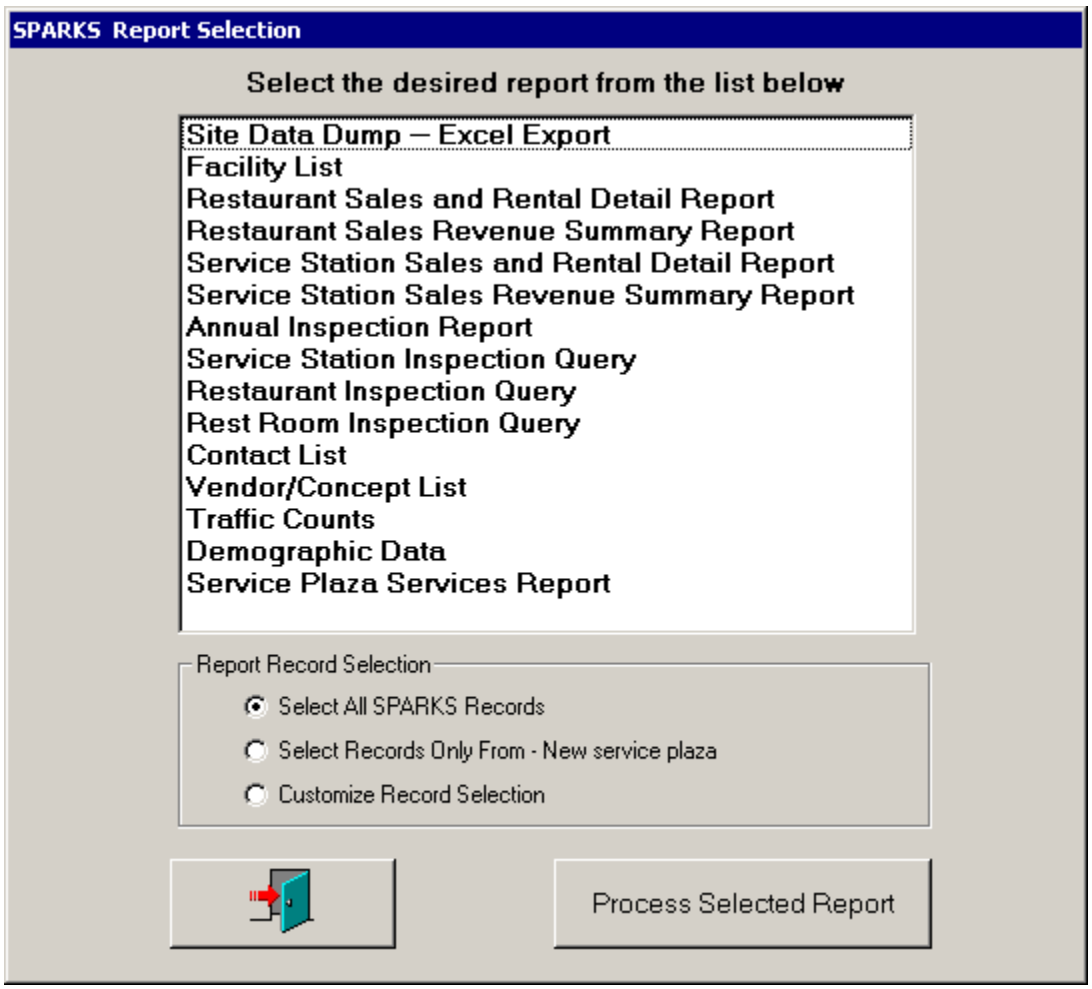
RECORD NAVIGATION Buttons – Allow you to scroll through the each of the roofs for the buildings at the Site. These navigation buttons function in the same manner as the main navigation buttons.

BROWSE ALL RECORDS Button – Will open the browse form showing the construction history records. For more details about the browse form please refer to Chapter 4 Section B.

CHAPTER SEVEN – PRINTING REPORTS

This document does not show an example of each report. Chapter 7 is broken into 2 sections: REPORTS LIST, ADDITIONAL FORMS

When you click the *REPORTS* button. The reports selection form opens:


SPARKS Report Selection
Select the desired report from the list below
Site Data Dump – Excel Export
Facility List
Restaurant Sales and Rental Detail Report
Restaurant Sales Revenue Summary Report
Service Station Sales and Rental Detail Report
Service Station Sales Revenue Summary Report
Annual Inspection Report
Service Station Inspection Query
Restaurant Inspection Query
Rest Room Inspection Query
Contact List
Vendor/Concept List
Traffic Counts
Demographic Data
Service Plaza Services Report
Report Record Selection
Select All SPARKS Records
Select Records Only From - New service plaza
Customize Record Selection
Process Selected Report

A. REPORTS LIST:

Select the desired report from the list below
Site Data Dump – Excel Export
Facility List
Restaurant Sales and Rental Detail Report
Restaurant Sales Revenue Summary Report
Service Station Sales and Rental Detail Report
Service Station Sales Revenue Summary Report
Annual Inspection Report
Service Station Inspection Query
Restaurant Inspection Query
Rest Room Inspection Query
Contact List
Vendor/Concept List
Traffic Counts
Demographic Data
Service Plaza Services Report

Above is a list of canned reports that have been built into the application:

Crystal Reports:

FACILITY LIST

RESTAURANT SALES AND RENTAL DETAIL REPORT

RESTAURANT SALES REVENUE SUMMARY

SERVICE STATION SALES AND RENTAL DETAIL REPORT

SERVICE STATION SALES REVENUE SUMMARY REPORT

ANNUAL INSPECTION REPORT

CONTACT LIST

VENDOR/CONCEPT LIST

SERVICE PLAZA SERVICES REPORT

Excel Exports:

SITE DATE DUMP –EXCEL REPORT

Opens the Query Builder:

SERVICE STATION INSPECTION QUERY

RESTAURANT INSPECTION QUERY

REST ROOM INSPECTION QUERY

Report Record Selection
Select All SPARKS Records
Select Records Only From - New service plaza
Customize Record Selection

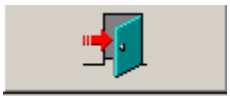
There are three options for which records get printed:

Will display all records from the main Sparks table.

Will display only records for the New Service Plazas.

Will open the Query form. For more details on the Querying records please refer to Chapter 4 Section C.

Buttons Available:



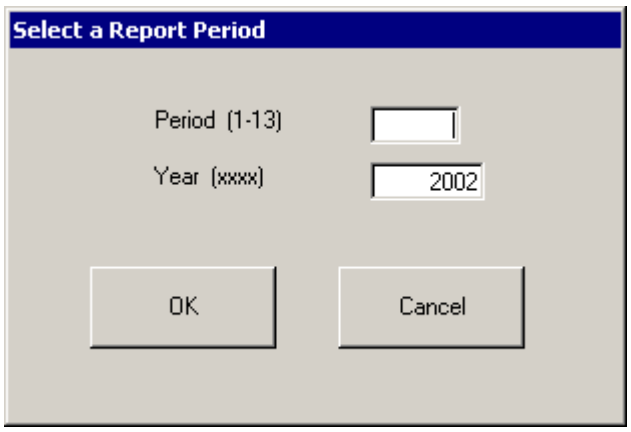
EXIT Button – Will close the reports selection form and return control to the main form.

PROCESS SELECTED REPORT Button – The function of this button varies based upon the report chosen:

- This button will launch the crystal report if one of the following is chosen:
    - Facility List, Vendor/Concept List, Contact List, Service Plaza Services Report
- This button will launch the Select a period form if one of the following is chosen:
    - Restaurant Sales and Rental Detail Report, Restaurant Sales Revenue Summary, Service Station Sales and Rental Detail Report, Service Station Sales Revenue Summary Report
- This button will launch the Select a year form if the following is chosen:
    - Annual Inspection Report
- This button will launch the Inspection Reports form if one of the following is chosen:
    - Service Station Inspection Report, Restaurant Inspection Report, Rest Rooms Inspection Report

B. ADDITIONAL FORMS:

Select a Period:

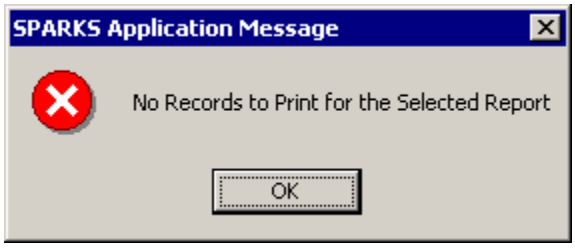


This form appears if you choose any of the Sales reports: Restaurant Sales and Rental Detail Report, Restaurant Sales Revenue Summary, Service Station Sales and Rental Detail Report, Service Station Sales Revenue Summary Report

Period (1-13): Enter a value from 1-13 for the period you wish to print sales data for.

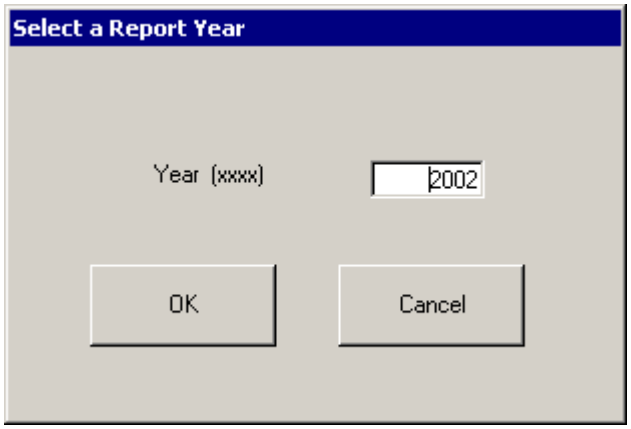
Year (xxxx): Enter a four digit year to print sales data for.

OK Button – Will open the crystal report for the period and year chosen. If there is no data for that period the following message will appear:



CANCEL Button – Will close the Select Period form and return control to the Select Report form.

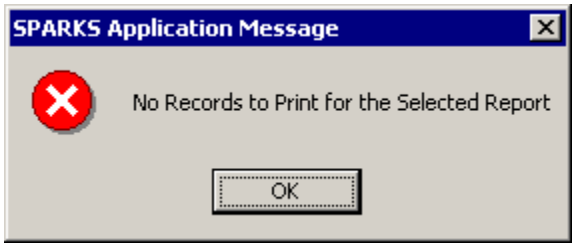
Select a Year:



This form appears if you choose the Annual Inspection Report.

Year (xxxx): Enter a four digit year to print the Annual Inspection report for.

OK Button – Will open the crystal report for year chosen. If there is no data for that year the following message will appear:

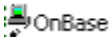


CANCEL Button – Will close the Select Period form and return control to the Select Report form.

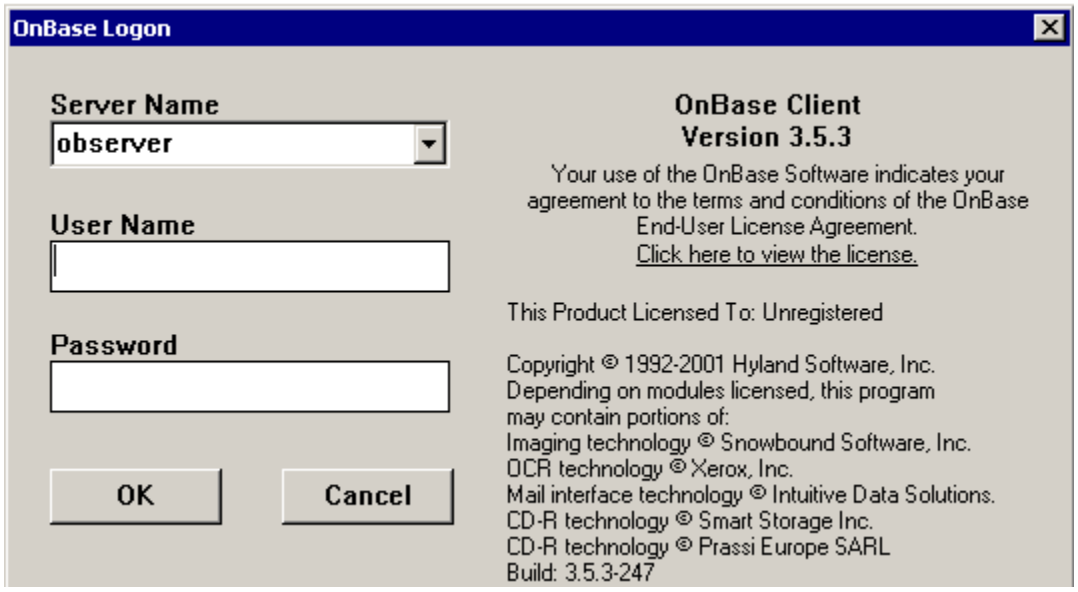
CHAPTER EIGHT – ONBASE APPLICATION

The ONBASE application is the Turnpike's document management application. The ONBASE application is used in this project to store images of the Inspection reports that are filled out.

A. APPLICATION LOGON



Double Click the Onbase Icon in the Citrix Program Neighborhood.

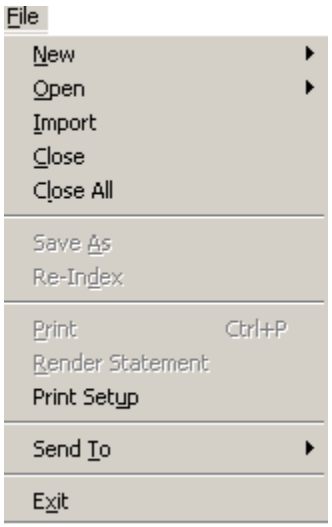

OnBase Logon
Server Name
observer
User Name
Password
OK
Cancel
OnBase Client
Version 3.5.3
Your use of the OnBase Software indicates your agreement to the terms and conditions of the OnBase End-User License Agreement.
Click here to view the license.
This Product Licensed To: Unregistered
Copyright © 1992-2001 Hyland Software, Inc.
Depending on modules licensed, this program may contain portions of:
Imaging technology © Snowbound Software, Inc.
OCR technology © Xerox, Inc.
Mail interface technology © Intuitive Data Solutions.
CD-R technology © Smart Storage Inc.
CD-R technology © Prassi Europe SARL
Build: 3.5.3-247

User Name: Your NT Logon ID. Usually the first letter in your first name and the first 7 letters of your last name.

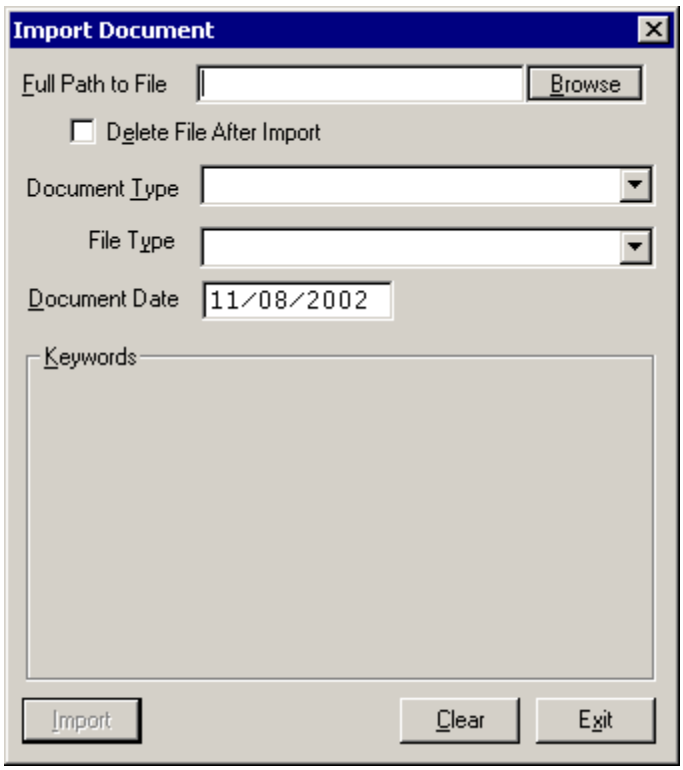
Password: Type in your assigned password. If you are not sure of what it is contact Rick Snell at x5445 or Matthew McConnell at x3723.

B. IMPORT INSPECTION REPORTS

In order for the inspection reports to be viewed they must first be imported into the application. This section provides the steps to perform this operation.

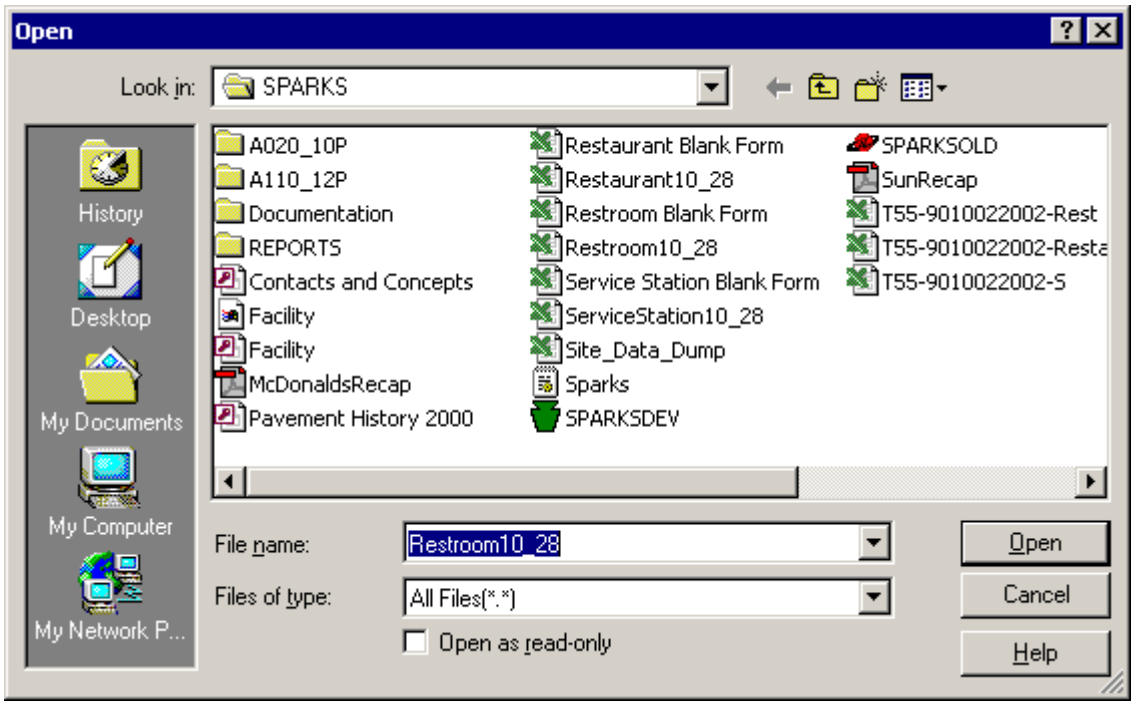


Once the ONBASE Application has opened choose the Import Option of the File menu.



The import form will open up.

Hit the *BROWSE* Button to find the location of the report you want to import. The open dialogue will open up allowing you to find the report:



Find the file and hit the *OPEN* Button. The open dialogue will close and the path should now be in the FULL PATH TO FILE text box:

Choose the Document type based upon the type you are importing from:

Document types:

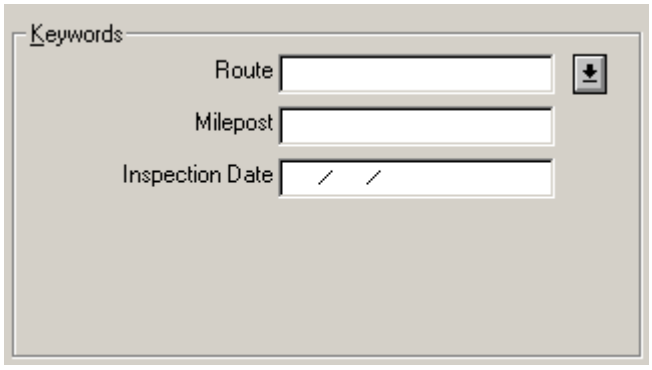
EXCEL RESTAURANT INSPECTIONS – RESTAURANT INSPECTION REPORT

EXCEL RESTROOM INSPECTIONS – RESTROOM INSPECTION REPORT

EXCEL SERVICE PLAZA INSPECTIONS – SERVICE PLAZA INSPECTION REPORT

File Type: This will change automatically to MS Excel Spreadsheet

Document Date: Will automatically fill with the current system date. Change it if you wish.



The Keywords section of the document is where you enter the criteria that will link the document back to the information in the SPARKS application.

Route: Unique designator for the part of the Turnpike's Roadway that the Site resides.

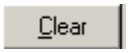
- The Accepted values for the Route Field are:
  - T- Mainline
  - A – Northeast Extension
  - B- Beaver Valley Expressway
  - G- Greensburg (Amos K. Hutchinson Bypass)
  - M- Mon-Fayette Expressway

Milepost: Unique designator for the mile-marker from the Turnpike's Roadway where the site resides.

- The accepted values for the Milepost field are:
  - If Route = T then Milepost can be between 0.00 and 359.00
  - If Route = A then Milepost can be between 20.0 and 130.64
  - If Route = B then Milepost can be between 28.47 and 44.87
  - If Route = G then Milepost can be between 0.3 and 13.41
  - If Route = M then Milepost can be between 1.6 and 7.84
    - Or Milepost can be between 30.00 and 35.62

Inspection Date: The date the inspection was completed. The format for the date is MM/DD/YYYY.

IMPORT Button: Will import the document into the ONBASE application document type you choose.

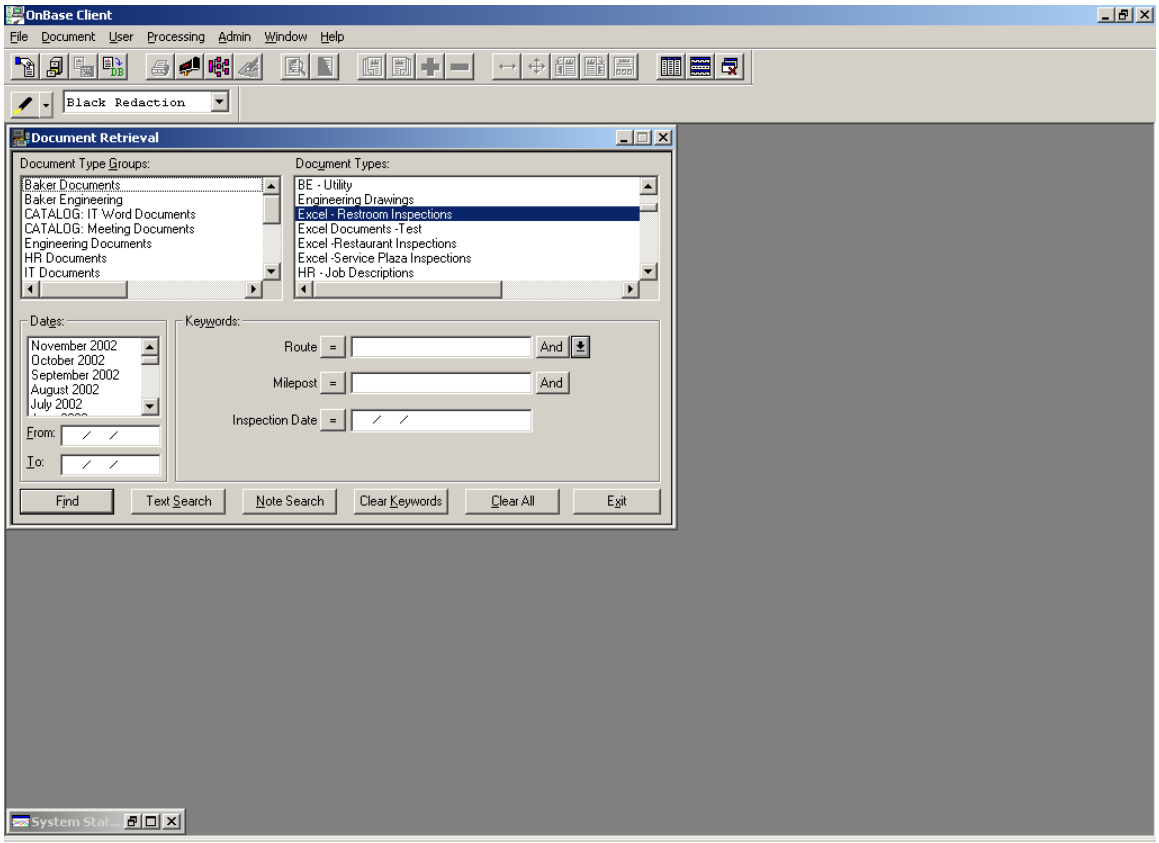


CLEAR Button: Will clear all the fields and allow you to start over again.

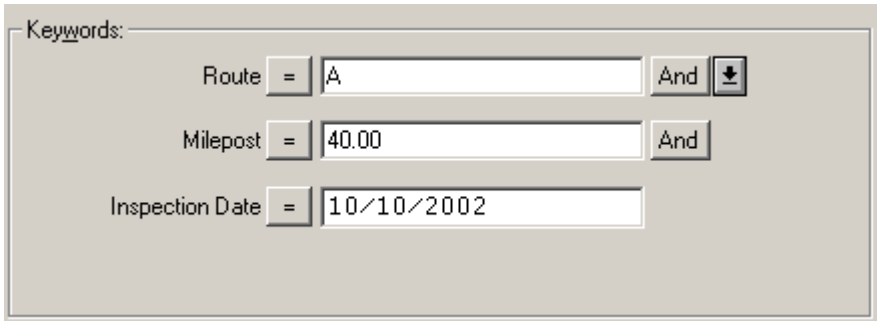
EXIT Button: Will Close the import form.

CHECKING TO SEE IF THE IMPORT WAS SUCCESSFUL:

The ONBASE application does not show a message to the users when the import was successful. Therefore, it is necessary for you to do a retrieval of the document.

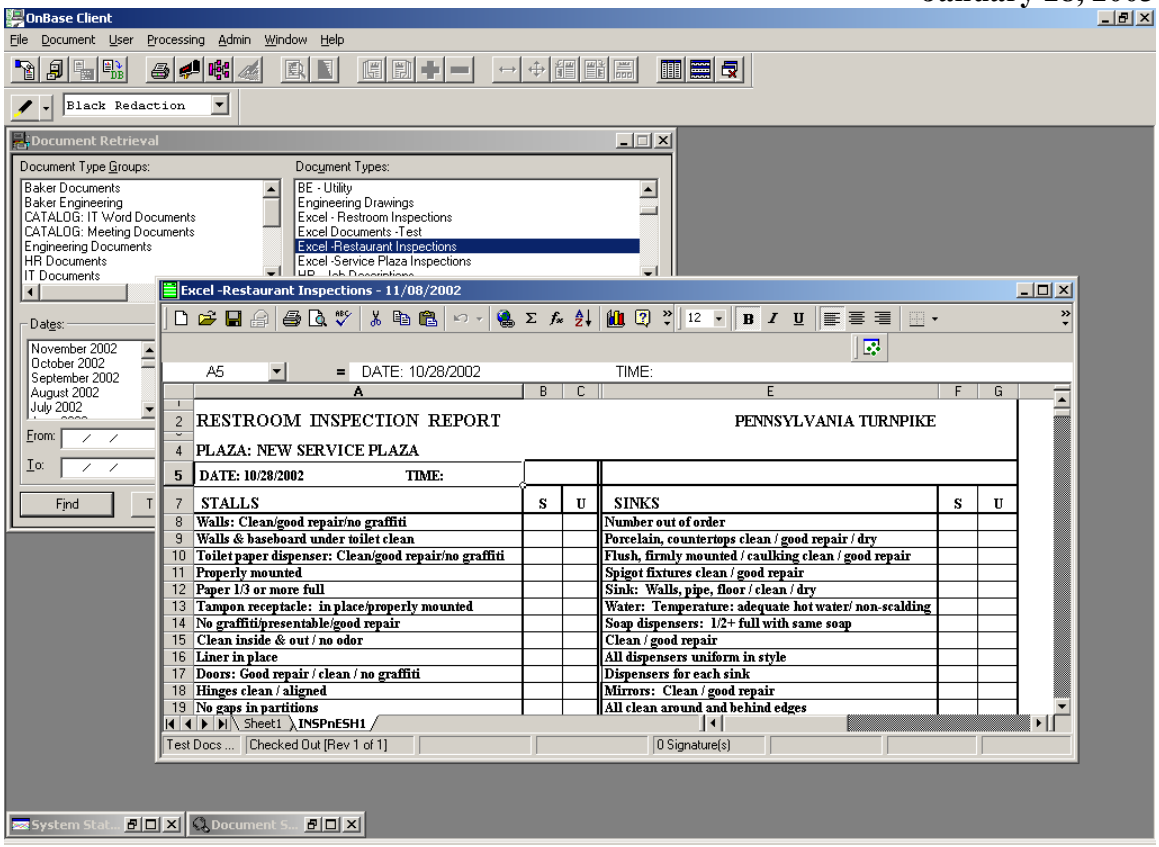


Choose the same document type that you just imported a document for from the Document Types.



Enter the values you typed into the keyword values while doing the import.

Hit the find button.



The image will display.